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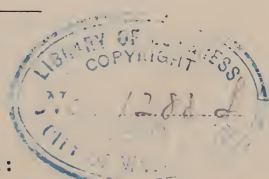
NATIONAL GUARDSMEN.

A HAND-BOOK FOR THE MILITIA.

BY

✓
COL. WILLIAM H. ROBERTS.

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TO
BRIG. GEN. W. J. BEHAN,
COMMANDING THE FIRST BRIGADE,
LOUISIANA STATE NATIONAL GUARD,
AS A
SLIGHT TOKEN OF THE AUTHOR'S APPRECIATION
OF
HIS SERVICES TO THE STATE OF LOUISIANA,
AS WELL AS
HIS HIGH CHARACTER AS A SOLDIER AND GENTLEMAN,
THIS WORK
IS RESPECTFULLY DEDICATED.

PREFACE.

The purpose of the author, in undertaking this work, was to furnish to volunteers and militia a manual which should contain some information and instruction in regard to matters not fully comprehended in the tactics ; particularly such points as those who have not been regularly trained in military service are not very familiar with. The young officer of the National Guard is usually called into service from civil life, and he must meet with difficulties on every hand. He cannot ask his inferior officers for information, and does not wish to seem to be ignorant of his duties in the eyes of his superiors. Therefore, that which is comparatively simple to the experienced soldier is difficult for the officer of the National Guard, whose opportunities for the attainment of practical knowledge, by experience, may not have been extensive.

The object of this book can be stated in a few words. It is to aid the inexperienced to become familiar with the theories and details of military duty, which are absolutely necessary to those who wish to become competent officers in the line, field, or staff. In many of the States gentlemen frequently enter the service in staff positions who have had no opportunity to become familiar with the details of their duty, and who, therefore, may be called upon for the exercise of professional

knowledge, without having had any chance to acquire it. If this book can assist them, its author will feel that he has not written it in vain.

Besides the list of books of reference and authorities used in the preparation of this work, the author wishes to express his thanks to officers of the army who have aided him with suggestions, and, in many cases, by practically assisting in its preparation. He desires to make special acknowledgment of the courtesy shown by Brevet Major-General E. D. Townsend, Adjutant-General, United States Army; Brig.-Gen. S. V. Benét, Chief of Ordnance, U. S. A.; Brevet Brig.-Gen. R. C. Drum, Colonel and Asst. Adjt.-General, U. S. A.; Brevet Maj.-Gen. Emory Upton, Lt.-Colonel 4th Artillery, U. S. A.; Brevet Brig.-Gen. John C. Tidball, Major 2d Artillery, U. S. A.; Brevet Lt.-Col. Robt. N. Scott, Major 3rd Artillery, U. S. A.; General Thomas G. Pitcher, U. S. A. (retired); Brevet Maj.-Gen. Nelson A. Miles, Colonel 5th Infantry, U. S. A.; Brevet Brig.-Gen. Henry A. Morrow, Colonel 21st Infantry, U. S. A.; Brevet Lt.-Col. S. N. Benjamin, Asst. Adjt.-General; Brevet Lt.-Col. Stephen G. Lyford, Major Ordnance Dept., U. S. A.; Brevet Lieut.-Col. H. C. Corbin, 24th Infantry; First Lieutenant Rogers Birnie, Jr., Ordnance Corps; Lieut. R. K. Evans, 12th Infantry; Lieut. John Pitcher, 1st Cavalry; V. McNally, Esq., Chief Clerk of Ordnance Department; and Dr. Irving W. Rosse, late Assistant Surgeon, United States Army. Besides these, the writer has to thank many other officers of the army for suggestions and hints which have been of great value. The author is also under obligations to the following named gentlemen, whose

practical experience as commanders in the field gives great weight to their suggestions: the Hon. John B. Gordon, United States Senator from Georgia; Hon. M. C. Butler, United States Senator from South Carolina; Hon. J. R. Chalmers, of Miss., M. C.; Hon. Pierce M. B. Young, late member of Congress from Georgia, and the Hon. J. Floyd King, Brigadier-General of the Louisiana National Guard and member of Congress from the fifth district of Louisiana; besides others, who, in various ways, have rendered valuable assistance. To all the friends to whose kindly sympathy and courtesy the author is so much indebted, he desires to return his most respectful and appreciative thanks.

In conclusion, it is perhaps unnecessary to say that the matter embraced in this work has been drawn from the best possible sources, and with special reference to the object and purpose announced in the beginning of this preface.

W. H. R.

NEW ORLEANS, *Jan.* 1, 1880.

CONTENTS.

	PAGE
THE RECRUIT.....	9
NON-COMMISSIONED OFFICERS	15
FIRST OR ORDERLY SERGEANTS.....	18
THE SERGEANT-MAJOR.....	22
COMPANY OFFICERS.....	25
THE REGIMENTAL STAFF :	
THE ADJUTANT.....	44
THE QUARTERMASTER AND QUARTERMASTER-SERGEANT....	57
THE SURGEON.....	58
THE REGIMENTAL FIELD OFFICERS :	
THE COLONEL	62
THE LIEUTENANT-COLONEL.....	72
THE MAJOR	74
THE GENERAL STAFF :	
THE ADJUTANT-GENERAL	81
THE ASSISTANT ADJUTANT-GENERALS.....	86
CORRESPONDENCE OF THE ADJUTANT-GENERAL'S DEPART- MENT	91
BOOKS TO BE KEPT AT GENERAL HEADQUARTERS.....	93
INSPECTOR GENERAL—Brigade and Division Inspectors...	98
THE QUARTERMASTER-GENERAL.....	118
THE CHIEF OF ORDNANCE.....	129
FORMS FOR ORDNANCE RETURNS.....	135, 136, 137
ORDNANCE—Classification and Accountability.....	138
COURTS-MARTIAL :	
GENERAL COURTS-MARTIAL.....	144
REGIMENTAL COURTS-MARTIAL.....	171
COURTS OF INQUIRY.....	173

CEREMONIES :

HONORS PAID BY TROOPS.....	176
ESCORTS OF HONOR.....	178
ARTILLERY SALUTES.....	179
FUNERAL HONORS.....	180
REVIEWS.....	181
INSPECTIONS.....	185
REVIEW OF A BATTERY.....	189
ESCORTING AND RECEIVING COLORS OF A REGIMENT.....	193
RECEPTION OF ONE BODY OF TROOPS BY ANOTHER.....	195
MUSTERS.....	196
ROSTER OR DETAILS FOR SERVICE.....	196
USE OF MILITIA IN AID OF CIVIL POWER....	199
CARE AND PRESERVATION OF ARTILLERY.....	223

In the preparation of this work the author has consulted the following named standard American works on military subjects: Kautz's *Customs of Service*; Wallen's *Service Manual*; Patten's *Manual for Officers*; The *U. S. Army Regulations*; Benét's *Military Law*; Scott's *Digest of the Military Laws of the U. S.*; Craighill's *Army Officers' Pocket Companion*; Gilham's *Manual for Volunteers and Militia*; Duane's *Manual for Engineer Troops*; Upton's *Tactics*, for the three arms of the service; *Regulations of the Ordnance Department, U. S. A.*; *Regulations for the Militia of the States of Massachusetts and New York*.

The foreign military publications which have been used as books of reference are as follows: *The Soldier's Pocket Book*, by General Sir Garnet Wolseley; *The Young Officer's Companion*, by General Lord De Ros; *The Art of War*, by Mac Dougall; Jebb's *System of Attack and Defence*; Leslie's *Light Troops*; *The British Officer*; *The Queen's Regulations* (1873); *Aide-Memoire de l'Etat Major de l'Armee Francaise*, and *Journal Militaire Officiel* (from 1870 to 1879); General Count von Schellendorf's *Duties of the General Staff*; *The Administration of the German Army* (Ver waltung des Deutschen Heeres), and *Infantry Service and Affairs of the German Army* (Heer-wasen und Infanterie Dienst), Berlin, 1879.

HINTS AND HELPS FOR NATIONAL GUARDSMEN.

THE RECRUIT.

A recruit is one who joins a military organization to be taught the practical duties of the soldier. Much care should be exercised by officers in recruiting. The recruit should not be enrolled until he perfectly understands the obligations he takes upon himself when he enters the National Guard.

In New York, and in some other States, the term of the first enlistment is for five years, and the recruit may re-enlist after the expiration of that term of service for one or more years, but no rule can be laid down in regard to this, as it is regulated by law in each State. No person above the age of forty-five should be enlisted, and no person under the age of twenty-one years should be permitted to join a company, without the consent of his parents or guardian. As soon as possible after he has joined, the recruit should begin his education in the school of the soldier.

The object of this school is the personal discipline and instruction of the recruit. In it he is taught, in the first place, the position of a soldier without arms. This is an important part of his instruction, and the drill-master should never require a movement to be executed until he himself has given an exact explanation of it, and has executed it often enough for practical illustration. The drill-master should accustom the recruit to take the various positions by himself, and be sure that each movement is understood before another is attempted. The recruit should be allowed to rest at the conclusion of each part of the lesson.

The personal instruction of the soldier should be divided into three separate parts. In the first, the recruit should be taught the particular drill in which the use of arms is dispensed with. In the second, the lessons of the first should be continued, and the young soldier carefully instructed in the manual of arms, and in loading and firing. In the third, he should be taught the principles of alignment and of the march, the steps and the principles of marching by the front and flank, and of wheeling. The thorough understanding of the different steps is indispensable to the recruit, and they should be taught him at the earliest opportunity, and, for this reason, it is proper to briefly explain the steps. The direct step in common time is used in marching directly forward. It is twenty-eight inches in length, and ninety steps are taken in a minute. The direct step, in quick time, is twenty-eight inches in length, and one hundred and ten are taken in a minute. The double-quick step is thirty-three inches in length, and one hundred and sixty-

five steps are taken in a minute. There are different degrees of swiftness in the double-quick step. It may be increased from one hundred and sixty-five to one hundred and eighty steps per minute; for example, in marching in double-quick time, if a subdivision in column has to change direction, by turning or to form into line. This movement does not occur very often, and therefore the habitual exercise of the recruit will be in the double-quick of one hundred and sixty-five steps per minute. The cadence, or uniform time and pace in marching, is an indispensable requisite to the recruit.

There are a few technical terms which are in common use, the meaning of which should be taught to the recruit as early as possible, as, for example, that rank and file means the non-commissioned officers and privates of the command; that a rank of soldiers is a line of soldiers standing side by side, and a file of soldiers is a line of soldiers drawn up one behind the other, although a file means literally two soldiers, a front and a rear rank man; that the flanks of a company are its ends; that the right flank is the right hand side when standing in the line, and the left flank the left hand side when standing in line; that marching by the front means moving directly forward in column or in line; that marching by the flank means moving when faced to the right or left by successive files; and that changing direction means turning to the right or left when marching in column or by the flank. He is also to be taught, very early, that the company is divided in the centre, and these two divisions are called platoons; that the first platoon is the right half of the company and the second platoon is the

left half of the company ; that the guide is a non-commissioned officer whose duty it is to keep the flanks or ends of the company steady, and there is one to each platoon ; that, in the wheelings and marchings, the marching flank is the end which moves most, and that dressing means moving the men so they may establish a true line, and that columns are divisions, platoons, or sections marching one after the other. The instructor should be careful to answer all such questions, as this knowledge is very important, and greatly facilitates the progress of the recruit and his subsequent instruction.

The recruit should be taught that the credit and good reputation of the command can be enhanced or impaired by the conduct of any of its members, and he should be particularly careful to do all he can to maintain it, by the correctness of his own deportment. The disciplining of the recruit is a most important matter, and he should know that prompt, cheerful and intelligent obedience to orders is as indispensable to a good soldier as proficiency in drill. If the recruit thinks he has a cause for complaint he should report it to the non-commissioned officer of the squad, and then to the orderly sergeant of the company. If the latter officer cannot redress it he should take the person making the complaint to the officer commanding the company, but the recruit should also know that he must never go directly to the commanding officer, nor should any number of men go in a body to the commanding officer with any petition or complaint. It is the duty of the commanding officer to listen to and right the wrong of any man in his company, but he should hear both sides, if there are two

sides to the controversy, before he makes up his mind as to the justice of the complaint. If the recruit thinks he has been ill used by any private in the command, he should report the matter, with the nature of the ill-usage, as above stated ; but, on no account, except in actual self-defense, should he use personal force. Improper or profane language should never be permitted. In case of any call to engage in active service, the recruit should know that there must be prompt obedience to the demand of the state ; that perfect order and quietness should be maintained, and that no man has a right to move without the order of his commanding officer. The militia of the states can be called into active service by the governor, in case of war, insurrection, invasion, or any imminent danger to the state or any of its cities. The failure of any man to promptly respond to such a call renders him liable to a fine and such other punishment as the military code of each state prescribes.

Any officer or soldier who is thus called out and does not use his utmost endeavors to suppress the riot, insurrection or invasion, or fails to do his duty when in the field, is liable to very serious punishment under the articles of war. It will be well for the recruit to know, that any officer or soldier who uses contemptuous or insulting language towards the President of the United States, or the Congress as a body, or the Governor of his own state, is liable to be put under arrest, and may receive such punishment as the court-martial, in its judgment, shall inflict. One of the first things the recruit should learn is the proper manner of approaching and saluting an officer. When on duty he should salute

officers of other regiments as readily as he does those of his own, and also all officers of the regular army and the navy. By doing so he shows a proper respect to the officer saluted, and creates a favorable impression of the soldier-like appearance and discipline of his command. In passing an officer the salute should be made with the hand farthest from the person saluted. Whenever a recruit is in ignorance touching any part of his duty he should apply to the non-commissioned officer of his squad, who should see that the person so inquiring is correctly instructed. Officers and instructors ought never to show impatience on account of the seeming stupidity of the recruit, but should explain, as simply and as accurately as possible, any point concerning which information may be required. The recruit will never wear his uniform or equipments when not on duty without permission of the commanding officer. If this rule be violated the offender should be punished, in such way as the military code of the state prescribes. In the State of New York, this offence is liable to be punished by a fine of not more than \$10. A severe penalty attaches to the sale, pawning, or pledging in any way, of arms, uniforms, or equipments which have been issued under the provisions of the military code, the offender being liable to a fine of not less than fifty nor more than one hundred dollars, and imprisonment in the county jail for not less than one nor more than two months. Similar laws, varying in stringency, prevail in all the states of the Union.

NON-COMMISSIONED OFFICERS.

A non-commissioned officer is a soldier who serves in the ranks, with the authority to command given by virtue of a warrant issued by the Colonel. There are nine in the company, five sergeants and four corporals. The sergeants are first or orderly, and second, third, fourth and fifth duty sergeants; and the corporals are the first, second, third and fourth. The duties of the sergeants are those of instructors to the men, and as guides in the manoeuvres of the company. The corporals act as a base to the front rank. The position of the orderly sergeant, when the company is formed alone, is on the right of the rank. He is also right guide of the company and the guide of the first platoon. The position of the second sergeant is two paces in the rear of the rear rank, opposite the second file from the left of the company. He is the left guide of the company. The third sergeant's place is two paces in the rear of the rear rank, opposite the second file from the right of the first platoon. The position of the fourth sergeant is two paces in the rear of the rear rank, on the left of the first lieutenant. The position of the fifth sergeant is in the line of file closers, on the right of the second lieutenant.

The *morale* of the regiment depends so much upon the intelligence and activity of the non-commissioned officers that great care should be observed in their selection. Intelligence, sobriety, industry and rigid obedience are indispensables in non-commissioned officers; without these qualities it is impossible for a man to be useful in this position. Non-commissioned officers should always

treat the soldiers with kindness. In cases of small infractions of discipline, which they have the right to correct, they should take especial care to explain very thoroughly in what the infraction consists, that it may not occur again through ignorance. The reproof should be given in a positive, kindly but firm manner, and in all cases where the authority of the sergeant to reprove is not clear, he should report the infraction or offence, and the circumstances attending it, to the commanding officer of the company. The correct instruction of the company in tactics and military discipline depends very much upon the efforts of the non-commissioned officers. To this end they should be carefully instructed in their duty by the company officers, so that they may be qualified to properly drill and discipline the squads under their special charge. The commanding officer of the company should always maintain the authority of his non-commissioned officers whenever they are right. Nothing is more subversive of discipline than to have the commanding officer take sides with the men against the non-commissioned officer. If the sergeant does wrong he should be punished, as any other man in the company would be. Where the matter of offense is only an error in judgment, the officer committing it should be reproved or corrected in a kindly way, but this should never be done in the presence of the men, who should be taught to recognize the authority of the non-commissioned officer to its fullest extent. Non-commissioned officers may be reduced to the ranks by the sentence of a court-martial, or by order of the commander of the regiment on application of the company commander. Every non-commis-

sioned officer should be furnished with a certificate of rank, signed by the colonel and countersigned by the adjutant of his regiment. Non-commissioned officers, in charge of squads, should be held to a rigid responsibility for the discipline and drill of the men under them. They should never allow replies from the men whom they may have had occasion to reprove or correct, and, under no circumstance, should they permit any soldier to hold their authority in contempt. The soldier, whether he be in the right or in the wrong, should first obey, and, if he feels that he is aggrieved, he may make his complaint, in a respectful manner, to the company commander, whose decision should be final. They should be particularly careful to enter into no controversy with the men in their charge, touching their authority. They must demand implicit obedience, and, if they are unable to enforce it, they should report the matter, with as little delay as possible, to the commanding officer of the company. Sergeants and corporals should be held to a rigid responsibility by company commanders for their deportment and attention to duty. Each non-commissioned officer should have complete and exclusive control of his own squad, and orders and instructions should be issued to him by the commissioned officers of the company alone. Whenever it is necessary there should be no delay in administering a proper reprimand or punishment, but this should be done only with a perfect understanding of the case and the strictest regard for justice and discipline. Non-commissioned officers can be reduced to the ranks only in two ways:—the first, as has been stated, by order of the regimental commander on

application of the company commander; the second is by sentence of court-martial. If the commanding officer of the regiment and of the company do not concur as to the propriety of reducing a non-commissioned officer, then the course to be pursued is to prefer charges and have the case tried by a court-martial. A regimental order should always be made to announce the appointment of non-commissioned officers, in which the grade and date of their appointments shall be distinctly stated. The non-commissioned staff of the regiment are selected by the colonel alone. The discipline and well-being of the company depends, to a great extent, upon the intelligence and care used in the selection of its non-commissioned officers. When this has been well done, the company will be well drilled and thoroughly disciplined, for the sergeants and corporals are of very great assistance in governing the men. As the commanding officers of companies are the persons most interested, and have the best opportunities for judging of the qualifications and fitness of the men, the colonel should confirm their recommendations, unless there are strong and urgent reasons why he should not do so. Company commanders, when their commands are not on duty with their regiment, may make such temporary appointments as are needed, subject, of course, to the approval of the colonel.

ORDERLY SERGEANTS.

Commanding officers of companies will select their orderly sergeants from the company sergeants. In some of the states the orderly sergeant is elected by the

men, but, for obvious reasons, this practice should be abandoned. The orderly sergeant is the executive officer of the company, and on him, to a great extent, the captain depends for the general drill, discipline and conduct of the company, and, in active service, he has direct charge of the rations and company mess. His duties are many and varied. He should take care that the men are correctly and regularly instructed in their drills. He should see that the other sergeants exercise that patience and kindness toward the men so necessary to their advancement in drill and discipline, and which always secure their willing obedience. The orderly sergeant parades the men of his company for drill and for their other duties. He should be at the orderly room promptly at the appointed hours for official business, and he should always be ready to obey the orders of the company commander with alacrity, celerity and promptness. He should never permit unmilitary conduct in the other non-commissioned officers, or the men, without taking prompt notice of it, and he should instantly correct breaches of military discipline to the limit of his authority. He should, at all times, demand the closest attention, the most rigid fulfillment of duty from the other non-commissioned officers and men. He should, at once, report to the commanding officer anything he has seen which is unbecoming the character of the soldier and subversive of military discipline. He receives the orders issued by the commanding officer of the regiment from the sergeant-major, and immediately enters them in the company order book. He should show the order book to the captain and the other commissioned

officers of the company as soon as practicable after the orders have been entered. The orderly sergeant calls the roll of his company whenever it is formed, and it is his duty to report all absentees to the commissioned officer superintending the roll call, and he, in turn, should report them to the adjutant. He should also be present at the adjutant's office at orderly call to receive orders. He should be present at all parades and turn out the company as quickly as possible, notify men detailed for any special duty, and then take his position on the right of the company and report his roll call to the captain, before that officer inspects the company. He should pay special attention to keeping the company's roster in correct form. He should make out all the details for the company and post them in the designated place, in order that the men may know who are detailed. When on active duty, the orderly sergeant should call upon the captain at the hour designated with the morning report, which, when signed, should be taken to the adjutant, in order that he may make the consolidated regimental or post report. He should always be present at guard-mounting and parade, and should carefully inspect the detail at the sounding of the first call. He should see that every article of clothing issued to his men is carefully marked with the company letter and the number of the regiment. When the command is in active service the orderly sergeant sees to it that all passes for his men are properly made out, signed by the commanding officer of the company, and laid before the proper officer at the hour designated for the transaction of regimental business. He will also march all men re-

ported sick to the hospital, at the hour which may be appointed, taking with him the sick book, and when the surgeon has decided who shall be retained in hospital, reported sick in quarters and exempt from duty, he will march the men who are fit for duty back to the company, and deposit the sick book in the orderly room. The orderly sergeant should, in his own person, present a model of military discipline and bearing to the men under him. He should cheerfully and promptly obey the orders of his superior officers, thereby setting a proper example to the men. Petty tyranny toward the men by their non-commissioned officers should be strictly prohibited. They should not be permitted to confine a soldier without first reporting the case and its attendant circumstances to the orderly sergeants, who decides what degree of punishment the offense merits. The proper discharge of this duty must be rigidly exacted. All violence and abusive language toward the men must be prohibited, and the orderly sergeant shall demand the strictest observance of good order and military discipline from his subordinates. As non-commissioned officers are supposed to know their duty, they should be held to a rigid accountability for any violation of orders. The orderly sergeant should promptly take notice of any improper or unsoldierly conduct among his men when off duty, in order that the good reputation of the command may be maintained. If a soldier should refuse to obey orders, or resists the authority of any non-commissioned officer, he should be arrested at once and the case reported to the commanding officer of the company. The orderly sergeant should give the most particular

attention to the neatness in dress and general appearance of his men. In fact the discipline and good order of the company can only be upheld by the activity, intelligence, and thorough knowledge of his duty, which the orderly sergeant should have.

The moment the non-commissioned officer becomes careless—shows a lack of interest in the discharge of his duty—he should be promptly reprimanded, and, if the fault continues, he should be reduced, so that the discipline of the company may not be weakened. The orderly sergeant should see that the sergeants and corporals in charge of squads properly instruct their men in regard to cleaning their arms and their use and preservation. He should never permit the non-commissioned officers under him to presume upon the inexperience of young commissioned officers, and all discussions touching the qualifications of superior officers, either in praise or censure of them, should be rigidly prohibited. He should see that no non-commissioned officer, or soldier under him, sends any communication to the superior officer without having it pass through the proper military channel. Any deviation from this course is destructive to discipline. A soldier-like appearance, activity, readiness for and attention to duty, promptitude and obedience to orders, are absolute requisites to the orderly sergeant, and are as necessary to the position as a thorough knowledge of the tactics.

SERGEANT-MAJOR.

The sergeant-major is the first non-commissioned officer of the regiment. He is under the immediate

direction of the adjutant, and all reports will be made to that officer and through him the sergeant-major will receive the necessary orders and instructions in regard to the discipline, routine duty and well-being of the rank and file of the regiment. The sergeant-major should keep the regimental books. The rosters for guard and fatigue duty will be kept separate; having before him the morning reports of the different companies, he will select the proper complement of non-commissioned officers and men for the duty from each company by number only, giving these, with other orders, to the orderly sergeants at orderly call. He should see that all calls are promptly sounded by the orderly on duty, except when the officer of the guard is especially charged to see to it, and will thoroughly acquaint himself with the duties pertaining to the alignment and formation of the guard, turning it over to the adjutant, and the alignment and formation of the battalion for drills, parades, inspections and reviews. In these latter he has to judge the distance of a company front, and to align the guides with promptness and accuracy, performing for the left wing what the adjutant does for the right.

He should carefully note all that takes place while the regiment is on duty, and promptly report all irregularities and breaches of discipline to the adjutant, for the information of the commanding officer of the regiment. The sergeant-major is entirely under the orders of the adjutant, and he is answerable to that officer for his promptness, diligence and efficiency.

The sergeant-major should pay great attention to the discipline and *morale* of the non-commissioned officers.

He should see that they are diligent in the discharge of their duty and impartial and prompt in the exercise of their authority and enforcing discipline. When it is necessary to reprove them he should do so with dignity and firmness, but without harshness. The sergeant-major should himself be a model in soldier-like appearance and discipline for the non-commissioned officers and men of his regiment. His position is one of great trust and confidence, and his relations to the regiment are very like those of the orderly sergeant to the company. He should know how to make up all the regimental reports and returns, and have sufficient knowledge to be able to revise and determine the correctness of all company papers. He should understand the orders and regulations in regard to the clothing and the rations, ordnance and pay for his regiment whenever it is on active service, and he should know the form and authority for procuring supplies of all kinds for the use of the regiment. He should be able to assist with the letters, correspondence, and reports of the regiment. He ought also to be well up in the usages and customs of the service, for many matters in relation to them will be referred to him by the non-commissioned officers of the companies for decision. Proper information in regard to these things will add greatly to the professional reputation of the sergeant-major, and increase his usefulness to the adjutant. The commanding officers of regiments should be careful in selecting the sergeant-major, and special reference should be had to his fitness for the position. The adjutant should find in the sergeant-major such assistance as will enable him to discharge the many and

sometimes difficult duties of his position satisfactorily, for there is no post in the service more difficult to fill, with credit and efficiency, than that of regimental adjutant. Commissioned officers will see the propriety of treating the sergeant-major with due consideration and civility, in order that he may maintain his consequence and rank properly among the non-commissioned officers of the regiment. Accuracy, punctuality, and intelligence in the performance of his duty are indispensable in the sergeant-major. He should be particularly careful not to omit any part of his duty, and never to perform it in a careless or unmilitary manner, and any infraction of discipline must never be passed unnoticed by the adjutant or colonel. He should feel the proper *esprit de corps*, and take care not only to support, but to increase the good reputation his regiment may possess. The adjutant should instruct the sergeant-major, in order that the latter may know his precise duty at all times, and understand exactly what is required from him at all points touching its performance. No one should be assigned as sergeant-major until he has a thorough acquaintance with the general duty required of him ; and he should be selected with as much regard to his neat and soldier-like appearance as to his military acquirements. Officers will remember, that the sergeant-major is entirely under the orders of the adjutant, and that he has no power whatever to allow them access to the company books without the adjutant's order.

COMPANY OFFICERS.

One captain, one first and one second lieutenant consti-

tute the usual complement of officers to a company, except that in light artillery companies there should be one lieutenant for each platoon and one for the line of caissons, and in cavalry, when the company can be advantageously exercised in three platoons or in field service, especially with a view to forming efficient scouting parties, it will be found advisable to have three lieutenants.

Company officers are elected by the company, each member thereof having one vote; in emergencies however, as fixed by law, the governor may appoint to fill vacancies. All commissions are given by the governor as commander in chief, and he may, at his discretion, withhold a commission from one found to be disqualified for the office to which he has been elected. Any qualified member of the company is eligible to election as an officer.

Companies should be organized within a regimental district; while the members may be residents of one or more company districts, it is better to confine the membership to one. Application should be made to the adjutant-general of the state for "blank forms" for the use of the company, these, being usually printed, can be furnished, and much irregularity and trouble saved thereby.

Citizens of the state, of proper age and requirements, and of a number equal to the minimum of the organization contemplated, (as fixed by state laws) may assemble together for the purpose of forming a company, and petition the governor of the state for recognition as such. In the petition they should designate the persons

chosen by them for captain and lieutenants; that they are not members of any other military organization; and should give, in full, the name, age, and residence of each petitioner. This petition should be forwarded to the governor through the commanding officer of the regimental district. Uniforms, arms and equipments must be of the pattern fixed by law, unless the commander in chief otherwise gives special authority.

The members of the company are required to furnish their own uniforms and equipments, with such aid only as may be provided by state law. Under the military code of the state of New York the money furnished for this purpose is disbursed by county treasurers, on vouchers for purchases made by the auditing boards of the regiments or separate companies, which vouchers must be approved by the adjutant-general before payment can be made by the treasurer.

Commissioned officers are required to furnish their own arms, uniforms and equipments. Arms for non-commissioned officers and privates are furnished by the chief ordnance officer of the state, on requisitions of the company commanders made and forwarded through intermediate commanders for the approval of the commander in chief. The requisition must set forth the number and kinds of ordnance and ordnance stores required, and the facts that go to make the application necessary. A captain is the officer usually charged with the enrollment of persons liable to military duty and residing within his company district, such enrollment being made under the law and military regulations of the state, with which latter, for the proper performance

of this and other military duties, he should make himself thoroughly familiar. He should be possessed of the fullest statistics in regard to the military *personnel* of his district, having on file records showing the name, age, and residence of all persons who could be called upon to perform military duty, and if any persons are exempt, stating opposite their names that fact and the cause thereof, to the end that he may be able to act intelligibly in furnishing information called for, and in making new enrollment lists.

To promote the true effectiveness of a body of soldiery the captain may well be regarded as occupying a most important position; he is directly responsible for the well-being and discipline of the company, which is composed of a limited number of men; in order that his supervision may be carefully and thoroughly carried out, he is expected to heartily work, that the company may be an organization of individual soldiers where each is carefully instructed in drill, guard, barrack and police duties, in the maintenance of proper order and cleanliness, and in the care of arms and accoutrements. He should especially endeavor to advance military knowledge through judicious instructions, and by inviting attention to standard works, and seek to induce each one to achieve a manly and soldierly standard, to let each soldier understand that he is in himself an important factor and that effectiveness must begin with him. It is easy for a captain to command thorough soldiers, but, just in the measure that a proper standard is not reached will an earnest officer find trouble, annoyance and humiliation. In his endeavors to thus promote efficiency in the company

lieutenants must give their hearty support and co-operation, as they are required to assist the captain in the performance of all company duties. Captains are enjoined to so distribute the duties to subalterns as to insure this support, and have them understand that their active personal co-operation is needed. The captain should have the *dictum* as to the appointment of non-commissioned officers, since he must rely so much upon them and have their hearty co-operation in the management of the internal economy of the company. It should be borne in mind that, both with respect to the individual and the company, the responsibility of its commanding officer begins with the enlistment of a member, continues with his term, and only terminates when the discharge has been given. As far as possible only those should be enlisted who are likely to do the company and themselves credit; the law prohibits the enlistment of certain persons, but otherwise care may well be exercised in the case. On discharge, a soldierly character should not be given but to those who well deserve it.

For the purpose of securing order and discipline the company will be numbered from one upward, beginning with the orderly sergeant, then divided into squads, over each of which a non-commissioned officer should be placed; as far as possible the members of each squad should be quartered together. In armories the numbers will be used to designate the place for the arms and accoutrements of each member, the accoutrements being also numbered, while the arms may be known by the manufacturer's number, and this should be entered against the name of each member on issue and a memo-

randum of the same given the soldier. Having supervised the fitting of accoutrements to each soldier no changes should be allowed to be made, and any defacement of arms or accoutrements, by marks, should be strictly prohibited. A non-commissioned officer should be placed in charge of the armory and held responsible that each one's arms are properly returned.

Whenever the company is paraded inspection should be made to see that the men are properly uniformed, that the clothing is clean and well kept, the arms clean and free from rust, and the accoutrements bright and clean ; as far as possible no permission should be given to dismount arms for the purpose of cleaning them. The following is taken from a pamphlet entitled, "Description and Rules for the management of the Springfield Rifles, Carbine and Colt's Revolver, Cal. 45," and published by the Ordnance Department, U. S. Army.

TO CLEAN THE BARREL.

"1. Draw a rag through the slot in the head of the ramrod ; moisten or wet it with water (warm if it can be had) and pass it up and down through the bore, from muzzle to chamber, until all the residuum is removed or so moistened and dissolved that it may be entirely removed with a dry rag.

"2. Replace the wet rag by a dry one and wipe the bore as before, changing the rag until the bore is perfectly clean ; take pains to see that the well of the chamber is carefully wiped and cleaned out, and that the surfaces of the cam and breech screw are free from dirt, dust and rust.

“3. Wipe the outside of all metal parts, the bore, well of the receiver, and surfaces of the cam and breech screw, with a slightly oiled rag.

“4. To clean the exterior of the barrel lay it flat on a bench or board, to avoid bending it; since the arms now issued are browned, abrasive substances, such as emery, tripoli, sand-paper, etc., should *never* be used to clean them. If the browned parts become rusty they should be rubbed down with a scratch brush, and then oiled.

“5. After firing, the bore should always be wiped with a wet rag as soon as practicable, afterwards wipe it dry, and then pass into it a rag moistened with oil.

TO CLEAN THE LOCK.

“Wipe every part with a moist rag and then a dry one; if any part of the exterior shows rust put a drop of oil on the point or end of a piece of soft wood dipped into flour of emery; rub out the rust clean and wipe the surface dry, then rub every part with a slightly oiled rag.”

Cartridges, when carried, should be kept clean, since any dirt or other substance on the outside of the shell will prevent its properly fitting the chamber.

Should it be found, on inspection, that any soldier is not properly uniformed and equipped, his fault should be pointed out and he should be subjected to another inspection as soon thereafter as practicable. Cleanliness of person should be enforced.

Company officers must be prompt in attendance upon roll calls, and non-commissioned officers strictly charged to report delinquencies on the part of the men; a commis-

sioned officer at each roll call receives the report of the orderly sergeant, and the absentees are reported to the colonel or commanding officer by the company commander. Any carelessness or unsoldierly conduct on the part of the men in ranks should be promptly corrected.

Whenever practicable in field service the men should cook their own rations in quarters; cooks are detailed by rotation (from the roster), the usual period for this or other special company details is ten days. A non-commissioned officer should be placed in charge of the kitchen, and frequent inspections made to insure the good quality of the food and cooking and order and cleanliness of the kitchen and utensils. Food that is unfit for use when received should be at once returned to the commissary.

In camp the tents must be kept properly aligned, the grounds policed morning and afternoon, and inspection made before morning and evening parade, to see that the tents are neat and in order and the bedding properly piled.

The captain is responsible for the condition and safe keeping of ordnance and ordnance stores belonging to his command, not in use with the troops, and should see that they are kept in good order for use; he is also responsible for the condition and safe keeping of company property of every description, not personally in use by the men. Stores in personal use by them, whether arms, accoutrements, camp equipage or horse equipments, are charged against them, to be kept in good order and condition; they are held individually responsible for them, to be paid for if lost or destroyed.

Field artillery with the company must be kept in the best condition, and, when not in use, carefully covered, for protection from the weather.

In artillery and cavalry in active service, a commissioned officer should superintend the grooming of the horses, which is done twice each day—early in the morning and about four in the afternoon.

In warm weather horses should be watered about six and eleven, A. M., and four P. M.; in the winter, the last two will be sufficient.

Company officers should do all in their power to promote the comfort and well-being of the men; harshness or violence, or like unwarrantable exercise of authority, cannot be too strongly condemned. Anger should never be exhibited. The strictest discipline can be enforced by gentle, yet firm treatment; a proper respect and deference can be best secured by remembering what is due to others. The members of the company will be addressed by their official title. Let no opportunity be neglected to convince the men that their officers (as such) are their friends, for the office carries with it the obligation. The deserving should be encouraged, and praise given when merited; a few words of commendation to the company, when on occasion it has acquitted itself creditably, will go far towards establishing a proper "*esprit du corps*."

The prerogative of confinement of men under the guard should be exercised with care; it should be looked upon as a disgrace, and be used only as a last resort to enforce authority.

The word *gross*, in military parlance, is applied to an

exhibition of ignorance of duty on the part of an officer or soldier; it amounts to an epithet, and is what no officer can afford to have applied to him. One might say it is particularly applicable to a lack of tactical knowledge, for it is in the presence of the company that an exhibition of grossness in drill, parade, review, &c., not only subjects the officer himself to humiliation, but his company as well. There will always be men in the company who know enough to detect the error, and who will feel that the officer they have selected to instruct them, who should be the best soldier of them all, is either incompetent or careless.

However bright or self-possessed an officer may be, he cannot appear to advantage before the company, or others, without a thorough knowledge of his duty. His commands must be delivered promptly and clearly; there should be no uncertainty or hesitation; the positions, motions, manual commands and ceremonies are laid down exactly in the tactics for the instruction of a soldier who takes pride in his command and wishes to do his company and himself credit. There is no doubt that our national guards will select for themselves men fully competent to perform the duties of an officer: let no man underrate the compliment and responsibility thus bestowed upon him. The mode of selection is one that, in itself, may be made to accomplish a most desirable result—that of having an officer, who, at the start, is personally popular with his company; who is selected by them because of his supposed fitness for the office. How this popularity is to be retained and fitness for the position demonstrated can be safely said is,

in the military profession above all others, to know one's duty and to do it. It is not supposed that an officer can, when first on duty, by the study alone of the principles and minutiae of his profession, evince the ease and grace of a veteran, but this study must be first followed by and afterward combined with all the practical knowledge attainable. In our national guards, in time of peace, the opportunities for obtaining practical knowledge are limited. Let every newly selected officer, when he comes to practice his profession, see that his book of tactics and of regulations is at hand for ready reference and frequent consultation ; let him remember the short time to be spent on this practical duty, and then the necessity for a previous close study of these and other books bearing on the subject will scarcely be disputed. What to do, and how to do it, is not a question for an officer to have to ask himself in the presence of the company ; he should meet and overcome the difficulty beforehand.

The subject of target practice is now attracting so much attention, and is so universally and energetically carried out, that no attempt need here be made to magnify its importance. It is self-evident that, when called into action, troops should not only not be afraid of the report of their own guns but should also be expert marksmen. One officer is usually specially assigned to superintend the target practice of each brigade, but captains are charged with the immediate supervision of the practice of their companies.

Officers should, by their example, encourage military bearing and promptness in the discharge of duty.

Lieutenants, in their position as file-closers, are held responsible for the military bearing and good order of the company in ranks ; probably nothing tends more to cause a low estimate to be formed of the company than to observe carelessness amongst either officers or men when the company is at attention ; either in marching or at a halt, self-pride and the common interest should prevent looking around, careless carriage, or careless holding of the piece. It would seem to be only necessary that any soldier should observe these faults in others, and their bad effects, to prevent their occurrence with himself.

The time for reveille and other roll calls and duties, and the kind and amount of drill, is, in a regimental or battalion organization, designated by regimental order ; in an independent company, by company order ; in either case the captains of companies are responsible that each member of the company is properly notified. This may be done by himself directly or through his subalterns or non-commissioned officers, and also, either by a written order over his signature, which should be shown to the members, when practicable, or else left at their residences or usual places of business, or mailed to their post office address. The order may be communicated verbally to the members by himself or the same officers in their official capacity ; but all orders which in any manner affect the company or its members, and which are not read to the battalion by the adjutant, should be read by the orderly sergeant to the company when it is assembled in ranks.

It is desired, particularly, to invite the attention of

company commanders to the necessity for the company to be well exercised in skirmish drill, and the captain should make good use of whatever latitude may be allowed him in the selection of drills. The movements should invariably be sounded by the bugler, and the order repeated by the officers, so that officers and men may be well acquainted with the bugle calls, upon which alone reliance can be placed in the noise and confusion attendant upon firing. Officers and men should, at other times, learn the calls, so as to be able to obey them promptly.

Company books, returns, and reports are intended to preserve a complete record of all official matters relating to the company, and to give to the proper authorities such information in regard thereto as may be required from time to time, either at stated intervals or on special occasion; they should be neatly kept and posted to date, and for this the captain is responsible. A member of the company should be designated by him as company clerk, to act under the immediate supervision of the orderly sergeant; such detail should not wholly exempt the member from drill and guard duty, and of these he will perform such as the captain may deem necessary for instruction, but he should be excused from police and other temporary duty.

If possible, a book should be kept, containing an historical sketch of the company, of its meetings and organization, membership, elections and by-laws; these may refer to rules of admission, behavior, dismissals, fines, etc., and may fix times for additional drills, but must not conflict with state laws or regulations.

A descriptive book will be kept containing lists of the officers, non-commissioned officers, musicians and privates of the company, the lists to be kept separately, an appropriate division of the book being made for each, and spaces left after each number in the different series for remarks. This book should contain a full description of each person, as age, identification and election or enlistment, and, under remarks, everything relating to his military history, discharge, character, transfer, previous service, etc.; here may also, very properly, be entered the clothing that may have been issued by the captain—otherwise a separate book may be kept for this purpose—but the necessity for a second book is not so apparent as in the regular service, where the clothing allowance forms part of the pay, and the account is balanced at the end of each six months. It must be clearly impressed that the unauthorized disposal of any uniforms or arms and equipments is a misdemeanor under the law.

The captain is responsible, personally, to the state for the arms and equipments of his command, and he issues them as he deems fit, and the account will not necessarily form a part of the company records; he must take vouchers for their issue, and he may recall them at any time.

An order book should be kept, in which will be entered all orders issued by the captain. On being entered each order will be signed by himself, in the same manner as the original. Copies of general and special orders received from general or superior headquarters will be filed separately and preserved.

A letter book should be kept, in which will be

entered all official letters of the captain, and his endorsement on letters passing through his hands ; the entries in this book should also be signed by him.

Letters received should be endorsed with date, name, and rank of writer and nature of contents, then be numbered for each year and filed ; a letters received book may be kept ; an endorsement book, in which should be entered the endorsements as above in the order of their numbers.

All books should be indexed, but, except in the historical record and order books, in which there should be both an index of names and subjects, an index of names will be sufficient.

The muster roll must be made ready by the captain on annual or other regular inspection and muster days, for the information of the inspector. This roll is meant to show the active strength of the company at date of muster and all changes that have occurred in it since the last muster : the rolls are made on blank forms furnished by the adjutant-general, and in accordance with directions printed thereon.

The company return is made monthly in the regular service. By the regulations of the State of New York it is made quarterly in the militia of that state ; printed directions for making the returns will be found on the blanks. One copy of each of the two preceding should be retained by the company commander. Other special reports and returns may be called for by state regulations.

In the transfer of a member from one company to another, a descriptive list should be made and certified

by the commandant of the first company; this would be an extract from the company descriptive book; should also designate and state the value of property of the state lost, destroyed or injured, and remaining charged against him.

In the state of New York, regimental or battalion commanders make annual returns for the arms and equipments in use in the different infantry companies; the captains of the companies give bonds for their safe keeping and take personal receipts from the members of the company on issue; commandants of separate troops and batteries make the same returns for their companies as do the regimental commanders for the infantry regiments.

The camp and garrison equipage, being only required at the annual encampment, requisitions for stores required are made by the company commanders on the quartermaster-general through the regimental commander, and by commandants of separate companies through the proper channels to the quartermaster-general; at the expiration of the encampment the stores are to be returned in good condition to the custody of the quartermaster-general. These regulations differ essentially from those of the regular service, where each commandant of company makes separate returns to the heads of the different staff departments for stores in his charge belonging to that department; all stores being permanently in his charge, having been received on proper requisition.

Lieutenants should familiarize themselves with company books and papers; company officers may frequently

be called upon to perform court-martial duty, as members and recorders; this duty requires good judgment, care and forethought, a thorough knowledge of the regulations of the state, of the rules governing courts-martial, of their mode of procedure and form of record. Officers will remember, that when called into the service of the United States they will be subject to the rules and articles of war governing the armies thereof; on this subject officers are recommended for reference to "Benét's Military Law and the Practice of Courts-Martial" and "The Judge Advocate and Recorder's Guide" by Lt. Reagan, U. S. Army.

Captains will be called upon to perform duty as officers of the day, and lieutenants as officers of the guard. The officer of the day reports to the commanding officer for orders, immediately after the guard has been mounted and he has received the prisoners from the old officer of the day. He is, for the day, the executive officer of the camp or garrison, and is responsible to the commanding officer for its police and discipline; he has charge of the guard and prisoners; one, or sometimes two lieutenants have, under him, the immediate command of the guard, junior lieutenants being detailed under the more experienced to accustom them to the duties, the number of officers also depending upon the size of the guard. The officers of the guard are usually required to visit each sentinel while on post, at least during one day relief and one night relief, and to properly instruct him in all his duties; the officer of the day makes rounds to find if sentinels have been properly instructed.

• No part of the soldier's instruction is more important,

and they should be carefully instructed in their duties as sentinels. On being relieved the officer of the day makes, each morning, to the commanding officer a "morning report" of the guard and prisoners, and of the property at the guard house, and he should invite the attention of the commanding officer to any public matter about the garrison or camp which, in his judgment, requires attention.

Officers should accustom themselves to observe carefully the topography of the country and its most minute resources ; this study should be made comprehensively, and to this end a previous close study of the best attainable maps is essential. The maps will give a good general idea of the topography, at least of the principal drainage basins and the main traveled roads. Very little of our country is sufficiently well mapped to show the particular character of the mountains and hills which form the main ridges and the spurs (divides) between the rivers and between tributaries of the same river, or in other words, the main and subsidiary water sheds of the country ; nor will the maps give sufficiently minute characteristics of particular localities, whether wooded or open, whether broken (if only slightly) or rolling, or plain ; or the character of the stream beds, their width, depth and important approaches ; and often not even the bridges—certainly not the availability of material for constructing them. This knowledge can only be obtained by habituating one's self to close observation and study of the country, combined with study of the maps. The character of the roads should be observed, whether hilly or not, sandy or firm, or liable to be broken in wet

weather. One should be accustomed to particularly observe the agricultural resources of the country, and the different springs, where water is at all scarce. In active service, particularly in conducting scouting parties, or whenever an officer may be detached from the main body of the troops, this comprehensive knowledge is most essential. He should not be compelled to rely solely upon information furnished by people who may be hostile to him; it should be endeavored to possess that sort of knowledge which belongs to the Indian, and which has undoubtedly come to him through the education of his forefathers and his own habits of life. Whether on the road or in the mountains, one should not have the sense of being lost; if a stream is encountered, and it is known by its direction and size what other stream it is going to augment, then one will know the locality and how to direct the march. Roads, too, it must be remembered, are built with a definite purpose; their direction and the amount of travel on them will often tell much that is desired to be known. Officers are commanded to make this matter a careful study, and, whenever opportunity offers, to make full and complete notes of marches, so that an exact impress of the country will remain on the mind.

THE REGIMENTAL STAFF.

THE ADJUTANT.

The adjutant is appointed by the colonel from the first lieutenants of the regiment.

It is his duty to reduce to writing the orders of the commanding officer, and to see that they are duly delivered to those for whom they are intended. It is well to have the orderly delivering them furnished with a receipt or delivery book, and to request that the date and hour of the receipt of all orders and communications be written in it by the officers to whom they are directed.

Great care should be taken in the preparation and preservation of the entire official records of the command. The serjeant-major and band are under the immediate command of the adjutant, just as much as a company is under the discipline of its captain, and he should look after their equipments, make out their muster and pay rolls, witness their payment, and prepare their final statements in case of death or discharge. An order announcing the hours of routine service should be prepared on the first of every month under the supervision and direction of the commanding officer, and announced to the command in general orders. The adjutant will see that the service calls are properly and promptly made, and he should superintend the mounting of the guard, as prescribed in tactics. He should select the most soldierly appearing men for orderlies. It is made his

duty to see that the men are fully supplied with all that they need for the proper performance of their duty during their tour. Should any soldier be turned on for duty who is sick or otherwise unfit for it, he should at once be returned to the company to which he belongs and another detailed therefrom, and the facts reported to the commanding officer. Too much care cannot be taken to keep the commanding officer informed of all official acts done in his name; and, except in purely routine matters, his name should never be assumed or anticipated; and, in carrying orders and instructions, care should be exercised, to the end that they are delivered as the *orders of the commanding officer*. The adjutant gives orders for the discipline of the orderlies and the band, as the commanding officer thereof.

At the hour announced in the service calls the adjutant will see that the morning reports of the several companies and detachments are consolidated and presented for the signature of the commanding officer. The adjutant should never appear for duty unless dressed in the prescribed uniform, and, in his inspections at guard mounting, he should be prompt to report the absence of complete uniform or equipments in any officer or man of the guard. In case a commissioned officer is not properly uniformed or equipped it should at once be made known to the commanding officer for his action. In the case of an enlisted man, he will be returned to his company as unfit for duty.

In the absence of a chaplain, custom, in the regular army, has made it the duty of the adjutant to read the burial service at the funeral of either officers or men.

Whenever the command has guests the adjutant should especially see that all are properly provided for.

In short, the adjutant should, on all occasions, be the embodiment of an officer and gentleman in the full sense of the word. On his sense, discretion and deportment, the good feeling, as well as the reputation of the regiment, often depends.

The adjutant receives the reports of company and detachment commanders at all stated roll calls. For this purpose, while the roll call is being made, he will take his station near the centre of the parade ground. He salutes those who are his seniors at their arrival within six paces of his station. Those who are his juniors should salute him on arriving within six paces. The results of the several roll calls should be promptly reported to the commanding officer.

The placing of a commissioned officer in arrest is habitually done by the commanding officer through his adjutant. The performance of this duty often calls for much delicate tact and self-possession. In full uniform, he should proceed to the officer's quarters, at once and without comment, and discharge the duty upon which he is sent. The usual form is to address the officer as follows: "Sir, the commanding officer directs that you consider yourself in arrest," and, unless otherwise directed, he will receive the officer's sword and deliver the same to the commanding officer. The taking of the sword has been, to a great extent, dispensed with in the regular service. In returning an officer to duty the adjutant should say to him: "Sir, I am directed by the commanding officer to inform you that you are released

from arrest." The execution of this order will at once be reported. In giving verbal orders the adjutant should be careful to say, "The commanding officer directs," &c., &c. All communications pertaining to official business should be submitted in proper form for the action of the commanding officer. Those not made in proper form should be returned for correction; and, if written by a young or inexperienced officer, the error or informality should be pointed out and explained, in order that he may know how to correct it.

The adjutant should always add his rank and the number of his regiment to his signature, thus: "John Smith, 1st Lieutenant, First Infantry, Adjutant." This is too often omitted, and whenever it is neglected the commanding officer should return the papers to the adjutant, that they may be properly signed. Whenever a new colonel succeeds to the command of a regiment, it is the custom for the commissioned staff to tender their resignations (as staff officers only). As a general thing, a new colonel is pleased to avail himself of the experience and training of the old staff. This being the case, such action affords him opportunity for an expression of confidence, &c., otherwise he can choose his staff to his liking, without giving offense. An officer junior in rank to a colonel, in assuming temporary command, is not warranted in making a new staff.

Some suggestions in relation to the folding, briefing and endorsing official communications are pertinent in connection with the duties of adjutant, and they may also be found useful to staff officers of all ranks.

The following rules, in use by the regular army, are probably the simplest and most complete :

I. Whenever more than three pages of the sheet used are required for the body of the communication an additional half sheet or more, if necessary, will be neatly pasted to the first sheet, so that the outer page may be left entirely blank.

II. Letter paper will be folded in three, foolscap in four equal folds, parallel with the writing. The inner edge of the sheet is the top when folded. The left hand fold of the outer page is the first fold.

III. The first fold is used exclusively for a brief analysis of the contents of the original communication, the office marks, and noting of inclosures.

IV. Endorsements commence at top of the second fold and follow each other in regular order of date on the successive folds, leaving room after each for office marks.

V. In no case will a loose wrapper be placed around an official paper, except as a mere covering ; but additional space for endorsements will be provided by neatly pasting slips of paper on the under side of the last fold—right hand edge of the original paper—each slip to correspond in length and width (when pasted on) with the length and width of the original folds, and to turn back upon the last fold like the leaves of a book. By this arrangement the first fold, on which the office marks and briefs are made, is always outside.

VI. All inclosures are numbered and bear the proper office marks. Inclosures of the original communication are noted on the first fold, just below the brief. If others are added when an endorsement is made the number of them is noted at the foot of their appropriate endorsement, and also on the first fold of the original communication, and to the latter notation is added the number of the endorsement to which they belong, thus: *One Inclosure—Fifth Endorsement*. Inclosures to endorsements are numbered in the same series as those to the original paper, and the number of the endorsement to which they belong is added below.

If few in number and not bulky, inclosures may be kept inside the original paper. If otherwise, they will be folded together in a wrapper marked "INCLOSURES," as an accompanying package.

VII. Officers through whose hands official papers pass will make the inclosures and slips attached secure when they are not so.

VIII. A model is herewith appended for reference, and the observance of this system is to be required.

Inclosures of official papers are numbered consecutively.

For example: If a communication covers one inclosure it is numbered 1 above the office marks of the original letter, (see inclosure No. 1 of model). When an officer to whom it is referred incloses a paper in addition to his endorsement, the additional inclosure is numbered 2, and below the office marks is noted the *number* of the

endorsement made by the officer submitting the inclosure, (see inclosure No. 2 of model.)

The original inclosures are noted on the first fold of the letter covering them, just below the brief, and below this are noted, successively, the inclosures of the several endorsements, (see first fold of model).

Fort—————

July—, 18—

Sir :

[Acknowledges reference to him of anonymous letter making certain complaints, and furnishes evidence of falsity of charges contained therein. Is of opinion, after careful examination of the chirography of the communication, that a certain soldier on duty as clerk at Department Headquarters is the anonymous correspondent.]

W. L. E.,

Captain Co. "A" 1st U. S.—————

The Commanding Officer

Fort—————.

—————
First Endorsement.

War Dept.,

June —, 18—.

Respectfully referred to the Adjutant-General for investigation and report.

By order of the Sec. of War :

J. P.,

Chief Clerk.

Second Endorsement.

Adjutant-General's Office.

June —, 18—

Respectfully referred to the Commanding General,
Department of ——— (through Division Headquarters)
for a thorough investigation of this case.

E. D. T.,

Adjutant-General.

E. B. $\frac{6}{810}$ *Third Endorsement.*

Hdqrs. Mil. Div. of ———,

July —, 18—

Respectfully referred to General S. commanding
Department of ———

By order of Major General R———:

S. H. W.

Asst. Adjt. Gen.

E. B. $\frac{3}{340}$ *Fourth Endorsement.*

Hdqrs. Dept. of ———

July —, 18—

Respectfully referred to the commanding officer of
Fort ———, who will inquire into the assertions contained
in the anonymous letter, and submit a full report on the
subject.

By order of Brig. Gen. W———,

J. B. D.,

Asst. Adjt. Gen.

E. B. $\frac{2}{125}$

Fifth Endorsement.

Fort———,
July —, 18 —

Respectfully returned to the General commanding the Department of———, and his attention invited to the inclosed statement of Captain E———, commanding Company “ A ” 1st U. S.——

C. F. B.,
Commanding Post.

E. B. $\frac{1}{100}$

(One Inclosure.)

Sixth Endorsement.

Hdqrs. Dept. of ———,
July —, 18—.

Respectfully returned to the Headquarters of the Army, through Headquarters Military Division ——.

The clerk at Dept. Headquarters emphatically denies any knowledge of the complainant or being concerned in the matter.

E. W. S.
Brig. Gen. Commanding.

E. B. $\frac{2}{314}$

Seventh Endorsement.

Hdqrs. Mil. Div. of ———,
July —, 18—.

Respectfully forwarded.

G. H. R.,
Maj. Gen. Commanding.

E. B. $\frac{3}{450}$

Eighth Endorsement.

Hdqrs. of the Army.

July —, 18—.

Respectfully submitted to the Secretary of War for
his information.

W. T. S.

Gen. of the Army.

E. B. $\frac{7}{24}$

1380	D. D., _____, 1870.
400	A. G. O., _____, 1870.
250	Div. of _____, _____, 1870.
187	Div. of _____, _____, 1870.

Fort _____,
June 1, 18—.

Captain W. L. E. _____,
1st U. S. _____

One of the privates of Captain E——'s Company
complains, anonymously, of mode of punishment adopted
by certain officers, &c., &c.

(One Inclosure.)

(One Inclosure—Fifth Endorsement.)

Rec'd back, A. G. O., July —, 1870.

Rec'd back, Div. of _____, July —, 1870.

Rec'd back, Dept. of _____, July —, 1870.

Rec'd, Dept. of _____, July —, 1870.

Rec'd, Div. of _____, July —, 1870.

Rec'd, A. G. O., June —, 1870.

Rec'd, W. D., June —, 1870.

Fort _____

June 1, 18—,

To

The Honorable
Secretary of War.

Sir :

[Complaints that certain officers at this post disregard the Regulations and inflict punishment arbitrarily. Does not send this paper through the proper channel of correspondence, as he fears the complaint would not be forwarded, but sends it to a friend in _____, who will give it the proper direction.]

A Private of Captain E———'s
Company, (" A ") 1st U. S. _____

REGIMENTAL QUARTERMASTER.

The regimental quartermaster is nominated for his position by the commanding officer of the regiment. His appointment must be approved by the superior officers up to the governor. This officer has the rank of first lieutenant. He should be selected with regard to his special qualifications. There is no position in the command which is so difficult to fill, and where the usefulness and intelligence of the officer can be more readily developed than in the position of regimental quartermaster.

It will be difficult, in the scope of this work, to do more than to outline his duties. The regimental quartermaster is governed by the regulations and customs which

apply to quartermasters in general. He is responsible, and can be made liable for money and property belonging to his regiment, as quartermasters are in any other department. He can be relieved from his position by the commanding officer at will. As he is appointed by the colonel, he can be relieved by him. The regimental quartermaster supplies the wants of his regiment. He should obtain from the commanding officers of companies their estimates of and requisitions for supplies. He will see that these are correct, and will promptly return them in the case of any inaccuracy in their make-up. When the requisitions of all the company commanders in the regiment have been received, he consolidates them, procures the supplies and issues them. A safe rule for the quartermaster is never to take anything without giving a receipt, nor give anything without taking a receipt. The quartermaster must be ready to sustain and verify business of his department by the receipts of the officers to whom the supplies have been issued, and also for disbursements of all kinds. These are made in the required form, blanks for which can be obtained from the quartermaster-general of the state. Quartermasters will bear in mind that all property must be accounted for, whether it came into their possession by transfer, by purchase, or by saving. The returns should show whether the property has been transferred or was issued originally to the quartermaster from headquarters, or by whatever means it may have been obtained. Care should be taken to obtain proper invoices, signed by the officer from whom the property has been received. An inventory should be made, certified to by the proper officer, in

case a formal invoice is not received with the property. In the transfers of property the receipts should be in proper form. In every instance the quarter-master should show the authority of his superior officer for any official act. All quartermaster's papers must be carefully filed, in order that the quartermaster may be able to make an exhibit of his affairs at any time it may be demanded. Quartermasters will remember that returns for clothing and camp and garrison equipage must be kept separate from other returns, and so accounted for. Different kinds of property should never be mentioned in one invoice receipt. The property of one department cannot be transferred to another without special orders.

Therefore, all invoices, receipts and returns, in relation to ordnance property, commissary and quartermaster's stores, clothing, camp and garrison equipage and ammunition, must be made separately, and the accounts must be kept separately. In the militia, as a rule, the quartermaster will have no disbursements of money to make, and, therefore, his duties are light, being confined to the procuring of supplies and filling the requisitions of the proper officers of his regiment. It would be well, however, for him to make himself thoroughly familiar with all the duties that may be allotted to him as quartermaster, even though he may never have occasion to use his knowledge practically of them.

The article in this work on the duties of the quartermaster-generals will furnish all additional information which may be required, as the duties of the regimental quartermaster do not differ materially from those of an officer of this department in the general staff.

A quartermaster's-sergeant is selected by the quartermaster, and is under his immediate direction. As the duties of the quartermaster and commissary are usually blended, whenever action in the latter capacity is necessary the quartermaster is responsible for the quality and quantity of provisions, and such other things as belong to the commissary, which are issued to the regiment. No issue of provisions should be allowed until the proper provision returns have been made out by the commander of the company and approved by the commanding officer of the regiment.

Provisions should always be delivered to the troops of good quality and correct weight. When a regiment is ordered into active service the quartermaster, whenever it is necessary, will secure proper transportation for the men and baggage. If the regiment should be on the march the quartermaster should precede it at such a distance as may seem to be proper, for the purpose of selecting suitable grounds for regiment in which to go into camp.

The quartermaster should, in person, superintend the loading of the regimental baggage in trains or in wagons and report the proper execution of this duty to the commanding officer. On the march, the quartermaster should see that a sufficient detail of men is made for the purpose of unloading the baggage, when necessary. If the transportation is by means of wagons, he will direct them to be parked, and then he will turn them over to the officer on duty, who will post the necessary sentinels over them.

A quartermaster lays out the grounds for encamp-

ments, arranges the lines and selects the position in the camp of each company. The quartermaster will be careful to issue no article from the regimental stores without the commanding officer's orders. He should always have his books in good condition, in order that they may be inspected by any officer having authority to do so.

THE SURGEON.

The surgeon is nominated by the colonel of the regiment, and when there is a surgeon-general, the nomination is sent to him for approval; when the nomination is approved it goes to the governor through the usual channel, who issues the commission. The regimental surgeon ranks as major in most states, and when there is an assistant, the latter ranks as captain.

A surgeon having provided himself with the necessary instruments, hospital stores and supplies, should bear in mind that his proper function is to prevent sickness, the most important part of his duty being the supervision of the hygiene of the post or command to which he is attached, and the recommendation of such measures as he may deem necessary to diminish or prevent disease among the troops. To this end it should be remembered that the province of military hygiene begins in the recruiting office. An army, whether of regulars or militia, should be made up of able-bodied men, and, in order to secure efficiency, every recruit should be examined with rigid exactness by a medical officer. In passing a recruit for the regular service the medical officer examines him, to see that he has free use of all his

limbs ; that his chest is ample ; that his hearing, vision, and speech are perfect ; that he has no tumors or ulcerated or extensively cicatrised legs ; no rupture nor chronic cutaneous affection ; that he has not received any contusion or wound of the head that may impair his faculties ; that he is not a drunkard ; is not subject to convulsions, and has no infectious disorder, nor any other that may unfit him for duty. In this matter, however, a great deal must necessarily be left with the examiner, as it is impossible to frame a rule so definite as to dispense with the exercise of discretion and experience. A medical officer, while he cannot and should not exercise command, has, nevertheless, an advisory control of the men as to their physical comfort and sanitary surroundings. He should look after all matters pertaining to the health and cleanliness of the soldiers and camp, such as the character and cooking of the rations, the amount and quality of the water supply, and the proper drainage of the camp, the clothing and habits of the men, and should make such oral or written suggestions to the commanding officer as he may deem proper. These suggestions, when practicable or desirable, are usually carried out. A surgeon should always be present whenever the men are ordered out for target practice, and should invariably attend at all parades, and visit the guard-house or cells daily when there are prisoners. When a board is convened to examine into the alleged unwholesomeness of the rations he should be one of the members. He should also be consulted in selecting the site for a camp. Attention should be paid to the water and wood supply, and to opportunities for

drainage. A spade sunk a foot or more will show whether the ground be sufficiently drained before the men are allowed to sleep upon it. A small trench should be dug around each tent, or, if this is prohibited, a rubber blanket or straw should be placed upon the ground before the men lie down to sleep or rest. The health of troops depends, in great measure, upon good air and ventilation, pure water, good, sufficient, and well cooked food, cleanliness, and proper clothing. When in camp the sides of the tent should be looped up each morning in dry weather, and once in five days the tents should be struck. Bedding and clothing should be thoroughly aired and sunned every day, if practicable. The men should not be allowed to contaminate the ground in the vicinity of the water supply, by pouring upon it soap-suds or the refuse of the kitchens. Should the water become impure it can be purified by boiling with charcoal, or, better still, if there be calcium carbonate in the water, by the addition of crystalized alum in the proportion of six grains to the gallon. This forms calcium sulphate, which, with a bulky aluminium hydrate and the contained impurities is precipitated. In addition to diseases due to a neglect of personal cleanliness, vermin may be brought into camp, and, in an incredibly short time, attack every member of a company. Lice and bed-bugs may be exterminated from clothing by a thorough fumigation with sulphur. The sink should also claim the medical man's attention. Earth should daily be thrown into the sink along with some disinfectant, as charcoal, copperas, chloride of lime or carbolic acid. Offal should not be allowed to decompose in the sun,

but should be buried, or, better still, given away to persons who will remove it from the vicinity of the camp. Timely suggestions to the commanding officer regarding the proper amount of clothing are not inappropriate, and the surgeon should exert his influence to prevent the adoption of any dress which may predispose to catching cold or to sunstroke.

In cases of illness or accident, it is the surgeon's duty to respond immediately on being notified, either by day or night, and he will report to the commanding officer, as soon as possible, any particular accident which may have happened. In addition, a daily report of sick, according to form, is made to the commanding officer, at such hour as he may designate. The management of the sick is left entirely with the surgeon; he alone decides who are sick; who, for that cause, shall be excused from duty; who shall enter the hospital; prescribes their treatment, and makes the necessary regulations for the government of the sick in hospitals. These duties pertain exclusively to the medical officer, and are never interfered with, in camp, garrison, or on the march. Notwithstanding these duties are under the surgeon's immediate control, he can do but little without the aid and support of his commander, with whom he should not only cultivate the relations which mark the intercourse of gentlemen, but that cordial understanding which has for its object mutual effort for the promotion of health and efficiency.

REGIMENTAL FIELD OFFICERS.

THE COLONEL.

It is the custom in all the states for the commissioned officers of companies to select the colonel. It is difficult, in the scope of this article, to lay out in detail all the duties that devolve upon the commanding officer of the regiment. On the colonel rests the responsibility for the discipline and instruction of his command, upon which depends its usefulness on the field and the well-being alike of the officers and men. The character and discipline of the organization depend almost entirely upon the military administrative and executive ability of its commanding officer. Every colonel should be capable of commanding and drilling his regiment, and should perfectly understand the best methods of instruction and the maintenance of discipline, and no one, unless he is qualified, or has the industry and ability to qualify himself for the faithful performance of his duty, should ever be selected for such a position. It is his duty to see that everything necessary for the maintenance of order and discipline is enforced, and that his regiment is properly instructed and exercised. He alone orders the necessary drills and parades. He should see that the field officers under him are so instructed that they can take command of the regiment, give the orders and properly execute the manœuvres.

There are two varieties of duties involved in a regi-

mental command; they are administrative and executive. A regimental commander should be especially familiar with the general duties of the officers under him, for, if he is not, he cannot properly direct their faithful performance. In all the states the colonels of regiments are commissioned by the governor, upon proper proof being made of their election and the qualifications of the persons chosen.

The law in each state is specific as to the methods of recruiting and organizing regiments. It is impossible to determine in which state the system is best, though that in vogue in New York has been very generally approved.

It is no easy work to raise, equip, and drill a regiment, even when the commanding officer has had practical experience; but when he comes into the command from civil pursuits, to conduct and govern the organization of a regiment requires the greatest judgment and tact, and it frequently happens that those who possess the popularity and the means to raise a regiment under the system in existence in most of the states are unfit to command it. As soon as a company is organized and mustered into the service the colonel should give orders for its instruction to begin immediately, and, whenever a sufficient number of men shall have been enrolled to form a company the captain and lieutenants should be chosen. Governors should issue commissions to the officers elected as soon thereafter as possible, in order that the instruction of the new regiment in routine and tactics may commence. Regimental orders should be published, naming the time for drills, and, in a new regiment, it is necessary for the commander to explain

the reason and object of the various duties required of the officers and men.

The failure to enforce obedience to orders is fatal to all discipline, for it induces neglect on the part of officers in the discharge of their duty.

One of the leading duties of the colonel is to properly exercise his prerogative of commander. He should require all his officers to be in attendance at the specified times for drill and other duty, and see that his orders are obeyed. He may not need them all at the same time, but they should not be excused, unless he is satisfied that their attendance is unnecessary. Of course some modifications of this rule may be permitted in the exercise of his functions by the commanding officer, and this should be regulated by the length of time the subordinate officers have been in the service, their proficiency in drill, and knowledge of their duties. Where the regiment is well drilled the exercises need not be so frequent nor so rigid, but it is a very good rule to adhere to the strict observance of drill and the routine of the regiment in camp. Correct knowledge of and familiarity with tactics can only be acquired by troops through the careful theoretical instructions of officers and frequent practical exercises of the men. As has been stated in this work, the practical exercises are carried out by dividing companies into squads, who are drilled by the non-commissioned officers. When they seem to be sufficiently instructed they should be formed into platoons and drilled by their captain or lieutenants until they understand the school of the company. In turn, the company should be exercised in the drill of

the battalion by the commanding and field officers until all become thoroughly proficient in it. The greatest difficulty which the commanding officer of the national guard has to meet, is in the feeling that he must not be too rigid in the enforcement of his commands with the officers who have selected him. They are his friends, and he feels that they have some claims upon him, and most commanding officers are apt to err on the side of leniency. It is difficult to suggest any remedy for this so long as the present method of choosing officers by popular election prevails, and this system seems to be absolutely necessary in militia organizations. Officers and men should understand that courtesy is not incompatible with the enforcement of the strictest discipline, and they should also feel that the commanding officer must have the cordial co-operation of both the officers and men under him to successfully maintain the proper discipline of the regiment, for the commanding officer is directly responsible to his superiors for everything that transpires in his command. The detail is made very much easier by requiring every officer to understand and do his particular duty. When officers know their duty, and do it, the men usually do theirs. It is noticeable, that when an officer is relieved from responsibility in regard to his command, much of his interest in the proper execution of his orders is lost, and neglect is very apt to follow. Company commanders should be held to a strict responsibility for the discipline and deportment of their commands, and, therefore, they ought to have complete and exclusive control of the internal economy of the company. The colonel

should never make corrections or changes, except through the proper military channels; particularly should he see that all orders and instructions are according to the forms prescribed by regulations.

The *morale* of a command is maintained by rigid attention on the part of the colonel to all his duties, rather than by special attention to any particular thing.

Great judgment should be exercised in punishing offenses, and the invariable rule should be to punish the offender of most consequence first. But there must be no feeling of personal irritation manifested, and it ought to be administered with strict regard for justice and right and a proper appreciation of the merits of each case as it arises.

Supplying the regiment with what properly belongs to it requires a knowledge of and familiarity with the duties of the quartermaster, the commissary and the paymaster, and without these the colonel cannot properly direct his subordinates in the performance of their duties. The regimental quartermaster is the officer through whom uniforms are obtained; he also furnishes transportation when required. The colonel directs what he desires to be done, giving his order in writing, and approves the proper requisition when it is made. Therefore, it is necessary that the colonel should understand the relative responsibility between himself and his quartermaster, as the latter is entirely responsible for the property in his charge, except so far as it may be affected by the order of the commanding officer of the regiment. The colonel should see that company commanders send in their requisitions for uniforms,

stating in specific terms how many are wanted by the company. He should see that the requisition is examined by the quartermaster, and, if it is wrong in any way, he should have it returned to the company commander for correction. When the company requisitions are consolidated in the regimental requisition, the colonel should have sufficient familiarity with the matter to know when an error has been made, and be able to correct it. This knowledge is most valuable, and sometimes will prevent the colonel from making himself responsible for supplies which are unnecessary. The colonel is always held responsible for the correctness of the vouchers and abstracts which he signs, hence the need of sufficient knowledge to discover any error in them, and be able to rectify it. While proper supervision of these things is necessary, the colonel should be equally careful about useless interference with the duties of the quartermaster. The person he selects to be quartermaster should have sufficient ability and technical knowledge to perform his duties accurately, and not require supervision at every step he takes. The colonel should have confidence in him, and feel that all he needs to do is to give the quartermaster his orders and leave the details of their execution to his own judgment.

Particular attention should be given by the commanding officer to the accurate preparation of muster rolls, though, when the company officers know their business, the papers will be properly prepared, and will require nothing but his general supervision. In some states it is the duty of the colonel to act as inspecting and mustering

officer of his regiment in the comparison and verification of the papers. The colonel should see that the records and correspondence of his command are properly kept up, and to that end must be able to give all necessary instructions to his adjutant. He directs the publication of the general or special orders to his command, and should see that all official communications to the officers of the command are properly written and signed by the adjutant, and duly forwarded by him. The colonel himself signs all communications to his superior officers. The colonel is responsible for the manner in which his adjutant does his routine and office duty, and everything else necessary to the well being and good management of the regiment. The colonel should require the adjutant to know the actual strength of the command at all times, or else, if his command should happen to be needed for duty, he may find a discrepancy between the number of men reported fit for duty and the men who are actually serviceable. The colonel should be able to anticipate all the requirements of the regiment, and ready to satisfy them as far as possible.

In some states there is no regimental ordnance officer provided by law, and the colonel himself obtains his ordnance supplies from the proper officer for distribution. This is one of the greatest responsibilities devolving upon him, and requires careful attention, for the commanding officer is pecuniarily liable for losses, damage or waste of arms and ammunition. It is well to detail a sergeant, to be known as ordnance sergeant, whose duty it shall be to look after the arms and ammunition of the men. The ordnance sergeant should keep his

commanding officer constantly informed as to the amount of ordnance on hand and its condition, what amount has been issued, what requisitions need to be made to meet the wants of the command. It will be well for the colonel to keep as little ammunition on hand as possible, and, at least once a month, he should order the company commanders to turn in such arms and ammunition as they do not require, well packed and accompanied by an invoice. When a gun is lost he should see that proper proof is made of the causes of the loss, otherwise payment will be required. Captains themselves will generally be able to decide whether the loss ought to be charged to the men or not. The colonel will have his ordnance returns regularly made up and forwarded. He should also make frequent inspections of his command, for this is the best method of keeping it in order. He should have a thorough knowledge of the details of inspection, and take care that it is thorough, for if the men understand that the commanding officer will notice their carelessness and neglect, they will be more apt to avoid these faults, and whenever they learn that efficient discipline is appreciated and understood, they will take care that they are maintained. While it is essential that these inspections should be made, they should not be made with the intention of finding fault, and the subaltern, to whose command the colonel is giving special attention, should be treated with the fullest consideration. The responsible officer should attend company inspections and explain anything which is not understood by the commanding officer, and he should not feel that there is any attempt made to find fault with him, and the

colonel should conduct the inspection in such a manner as to show his subordinates that he has the confidence of his superior.

The colonel ought to have a general knowledge of the duties of every officer in his regiment, in order that he may be able to rectify any errors and be able to give the instruction necessary to avoid them in future. Besides this, he should have a special knowledge of his own duties.

In the matter of recruiting his regiment the colonel should take such measures as are necessary and, in his judgment, will secure the number of men his regiment requires, always having due regard to the local law regulating this matter. A great deal depends upon the activity of the recruiting officer, and it is impossible to lay down any specific rules upon this subject.

As has been said, the colonel should know what the duty of all his subordinates is, and see and direct its performance, that the machinery of the regiment may work smoothly. He should know what each officer's capacity is, how the necessary duty should be done, and when it has been done well. To organize, drill, and maintain a regiment is, as we have already said, no easy task; such a work, however, can be successfully accomplished by any man who has average ability and a fondness for his undertaking. The colonel should have such an influence over his command as will bring to him the full confidence of officers and men. There should be that *esprit du corps* in the command which is absolutely necessary to foster among the men, and that pride, without which there can be no efficiency nor use-

fulness. Men are very quick to see the weakness, and appreciate moral strength of officers, and their judgment is rarely incorrect. To command well is a rare talent ; it is a thing which cannot be acquired by instruction, and yet, without instruction, it is impossible. No man has such a genius that he can dispense with the practical knowledge necessary for success in whatever he may undertake. The colonel should discourage his officers in pushing their own claims for advancement, unless they have the voluntary endorsement of their superiors. The officer who is promoted because of his ability to control a caucus or manage an election, will have very little ground to stand upon when his military knowledge and qualifications are tested. Every officer and man in the command should feel that he is responsible, to the extent of his own influence and conduct, for the well-being of the command to which he belongs, and the enforcement of order to the limit of his authority, and this feeling of responsibility should govern every grade in its respective duties. The officer who may be placed in temporary command should never change nor alter, in any way, the standing orders of the regimental commander without authority from his immediate superior officer. An officer who succeeds to the command of a regiment, or who relieves another, no matter what his rank, stands in precisely the same attitude as the colonel in regard to his duties, and he should understand all the orders and instructions in force at the time he takes command, and their full nature and import. Finally, in case of active service, the commanding officer should be certain of the

temper and faithfulness of his men, and they should have absolute confidence in him.

THE LIEUTENANT-COLONEL.

In the regulations of the army there are no duties especially assigned to this officer, therefore, all that can be said will be to lay down his general duties according to the customs of the service. The lieutenant-colonel assists the colonel in the general management of the regiment; by this we mean that he is expected to share, to some extent, the responsibility and power of his superior officer, and, in the absence of the colonel, to assume all responsibility for the regiment. The lieutenant-colonel performs such duties as are assigned to him by his commanding officer. These are generally duties that might possibly belong to the colonel, but, for any reason, are assigned by him to his immediate subordinate. The dress, discipline, and conduct of the officers of the regiment should be under the especial supervision of the lieutenant-colonel, and he should charge himself with the duty of seeing that everything pertaining to these matters is in accordance with the regulations. He should always be on parade, and at all times have special regard to the correct instruction of the men by the company officers. The lieutenant-colonel is responsible to his superior officer generally for the recruits. It is his duty to see that they are properly drilled and understand enough of the routine duty of the regiment to be able to do ordinary duty before they are formally assigned to companies. If, when officers are on duty, the lieutenant-colonel should observe any carelessness,

mistakes, or negligence in the manner of the performance, he will immediately call the attention of the colonel to the matter, and he should always support his superior officer in the exercise of his proper authority, and neither must ever permit the slightest disobedience of orders, either by officer or soldier.

In the manual of arms and in tactics, the lieutenant-colonel ought to be especially proficient. He should be able to explain any point of tactics, or correct any deviation from the methods of instruction in tactics and evolutions as laid down in the regulations.

The lieutenant-colonel may have four special duties. He may be field officer of the day, be assigned to the command of a detachment consisting of four companies, or he may be called upon to serve upon a field officer's court-martial. Generally, he may be assigned to any duty usually done by the colonel, but which can as well be done by an officer just beneath him in rank. The most important duty that can be required of the lieutenant-colonel is to take command of the regiment in the absence of his chief. In this case the ordinary duties of the colonel are those required of the lieutenant-colonel, and he should understand how to give orders and see that they are properly executed. It will be well for the lieutenant-colonel to attend guard-mounting and regimental court-martials, and such like duties as pertain to his command, and to observe particularly whether or not these duties are performed in a correct and soldier-like way. The lieutenant-colonel ought particularly to understand the details and routine of regimental work, and be able to give instruction or

administer reprimands whenever they seem to be required.

The lieutenant-colonel should have at hand all the information concerning the regiment that the colonel may be in need of, and he ought to be able to take command at any time, without deranging the machinery or lowering the good tone of the corps.

THE MAJOR.

The major stands in the same relation to the regiment that the second lieutenant does to the company. His duties are very similar to those of the lieutenant-colonel. As he is the second assistant to the colonel very little responsibility attaches to the office of major, except when he is in command of a detachment, and then he is responsible precisely as a commanding officer should be. A major's command consists of two companies, although he may command three. When the regiment is on parade the major assists in directing the alignments and movements, but he has no command, except when his superior officers are absent. In the regular army, when an officer dies, the articles of war require that the major shall secure the effects of the deceased and make an inventory of them, which is to be sent to the war office. It is often necessary under this rule, (particularly when the civil authorities neglect to appoint an administrator,) for the major to be appointed to this position, in order that he may settle the estate of the deceased officer according to law. The major may also be detailed by the general commanding the brigade or division as field officer of the day. In this

case he is expected to take charge of the grand guard ; and he performs the same duties for the brigade or division that the adjutant does for the regiment. He receives all his orders from the commanding general, and follows generally the routine of officers commanding the grand guard. He is not often detailed for this duty, except in large encampments for purposes of instruction, when, of course, the duties referred to ought to be a part of the general instruction of the field officer. As field officer of the day he should be present when the guard is mounted, and give such orders in regard to the posting of the guard as seem to be required. He also visits the sentinels and posts of the support and reserve of the grand guard, and will see that the right and left of his line connect with the guard in the proper manner, and that the system between the guards is well understood. In active service the field officer of the day has a very important position, as much responsibility rests upon him, and an opportunity given for the exercise of clear judgment in learning what is going on in his line, and in transmitting the information to the brigade or division commander. This information he either causes to be telegraphed or communicated by some system of signals, or else by relays of orderlies. It is the duty of the major, as field officer of the day, to transmit all necessary orders to the regimental officers of the day who are under his supervision. The major can also be detailed as a member of the field officers' court-martial. By field officers' court-martial is meant a court which has jurisdiction over offenses punishable by regimental or garrison court-martials. The report of the proceed-

ings of such a court is made and submitted to the brigade commander, who can either approve or disapprove. In the absence of the brigade commander the power to approve or disapprove belongs to the commanding officer of the post.

The major should be generally familiar with the duties of the officers in the grades under him. With the lieutenant-colonel he should be the assistant of the commanding officer of the regiment, and, under him, should exercise careful and vigilant supervision over the command. Of course, in the absence of the colonel and the lieutenant-colonel, the major becomes the commanding officer of the regiment, and then all the responsibility of a commanding officer attaches to him. The major should be well versed in tactics and the details of discipline, that he may be able to specially advise and instruct the young officers who belong to his wing of the battalion and are under his charge. The major has also general authority in matters of drill and interior economy, but he should be careful not to inaugurate any system which is not thoroughly in accordance with that of the commanding officer of the regiment. He should not permit the younger officers of his wing to be careless about attendance at drill and parade, and he should require of them a prompt execution of orders and a correct and careful performance of their special duties. Of course he will report all irregularities to his commanding officers, which, in his judgment, are detrimental to the *morale* and injurious to the discipline of the regiment.

PART II.

THE GENERAL STAFF.



THE GENERAL STAFF.

The staff of the governor of a state generally consists of the following officers, who are named in their order of precedence: The adjutant-general, inspector-general, quartermaster-general, paymaster-general, judge-advocate general, surgeon-general, an ordnance officer with the rank of colonel or lieutenant-colonel, and an engineer officer.

The well-being and efficiency of the militia organization must depend, in a great degree, upon the thorough arrangement of the various departments of the staff. The importance of a trained staff can hardly be overestimated. The work of each of the staff departments is a specialty, and, to perform it requires practical knowledge of business methods and of minute details, which cannot be acquired without study and experience. And, in this connection, it seems to the writer that an interchangeable relation between the line and the staff is unsound in theory and impracticable. Under the interchangeable rule, as soon as an officer becomes competent to perform duty he would be replaced by a new and inexperienced man. How efficiency is to be secured in this way it is impossible to see. Therefore, the effect of interchangeability between the line and the staff must be extremely injurious. An effective staff, of course, is the work of years. It cannot be created in an emergency and sent to the field ready for work. Without thoroughly organized staff and supply departments, trained and made

efficient by experience, no army or military organization can be successful.

The officers of the adjutant-general's department are the adjutant-general, with such rank as the legislature may assign to him, and as many assistant adjutants-general as the service may require.

The officers of the inspector-general's department are the inspector-general, with the rank of a brigadier-general, and division and brigade inspectors. To the inspector-general, with such assistant inspectors-general as are necessary, is assigned the duty of inspecting, at certain times, the militia and anything pertaining to the military establishment of the state. Division and brigade inspectors, in addition to other duties, should be specially charged with the instruction of regimental officers.

The quartermaster's department consists of a quartermaster-general, with the rank of brigadier-general, with as many assistant quartermasters-general as are necessary.

The officers of the pay department are the paymaster-general, with such a number of deputies as may be required. To this department belong all the duties of the pay department when it is in the service of the state.

The judge advocate-general, as chief of his department, is charged with the general supervision and management of everything relating to the administration of justice among the military forces of the state.

The surgeon-general has, in most states, the rank of brigadier-general, and he has special charge over surgeons attached to divisions, brigades, and regiments. In

some states there is an ordnance officer with the rank of colonel and chief of ordnance. He presides over the department called the ordnance department. He is the purchasing and issuing officer, and is responsible, and has charge of such properties and supplies as, under the regulations of the United States, belong to the ordnance department. He gives proper security for the faithful performance of the duties of his office, and to him the ordnance officers of the division and brigade are required to report.

The engineer officer has the same duties as belong to the officer of similar rank in the regular army. In the militia there is very little use for such an appointment; still, in some states, it is customary.

The commissions of all officers of the general staff of the state expire with the term of the governor who appointed them. They are nominated by the governor and confirmed by the senate. The resolution of the senate, confirming any nomination of the governor for a military office, is certified to by the president of the senate and its clerk. A copy of this certificate is transmitted to the adjutant-general of the state, who thereupon issues the commission.

THE ADJUTANT-GENERAL.

The bureau duties of adjutant-generals and assistants are publishing orders in writing, making up written instructions and transmitting them, reception of reports and returns, disposing of them, forming tables showing the state and position of corps, regulating details of service, corresponding with the administrative

departments relative to the wants of troops, the methodical arrangement and care of the records and papers of the office.

The adjutant-general is the senior officer on the staff of the commander in chief. Everything relating to the effective condition of the militia of the state, from its formation to its instruction and discipline, and all the returns in relation thereto, belong to the adjutant-general's department. He is the medium through whom all brigade, division and regimental commanders, and all other officers, communicate with the commander in chief and receive his orders.

Instructions pertaining to the organization and discipline of the national guard of a state are published by the adjutant-general, in accordance with the directions received from the governor and commander in chief. In all the states it is the duty of the adjutant-general, early in each year, to report to the governor, in writing, the condition of the national guard, its strength in officers and men, the number of divisions, brigades, regiments and companies and their strength, and he will accompany this report with such recommendations as may be required by the exigencies of the service, and are likely to add to the efficiency of the national guard. Under the law organizing the militia of the United States, the adjutant-general also makes a report to the President of the United States. This embodies information regarding the militia in active service and the unenrolled militia, together with the condition of arms and equipments. This report should be made on or before the first Monday in January of each year. The adjutant-general re-

ceives and takes charge of all securities given for arms and munitions of war and other property, when issued by the state. He receives all the reports of the staff officers, and all returns and reports of inspecting officers, returns of elections, and of examining boards and appointments. Through him are transmitted the proceedings and reports of courts-martial, military boards, and courts of inquiry, applications for permission to organize commands and consolidate or disband commands, and all applications, communications, and other writings and papers that are to be sent to the commander-in-chief or returned to the general headquarters for preservation. From the adjutant-general officers of the line will receive proper blanks for their use. The adjutant-general prepares and transmits to them the commissions of all line, field, staff and general officers when they are issued by the governor, and he causes these commissions to be duly registered in a book called the roster of the militia, in which he also notes the changes which may from time to time occur, from any cause.

It is the duty of the adjutant-general of the state to keep in his department a careful record of all the ordnance, arms, accoutrements and munitions of war issued under the orders of the commander in chief of the militia. He should specify, in all cases, the date and number of the order under which any of the above articles were issued, the kind of arms and their number, the names of the officers to whom they were issued, the number of the regiment, brigade, or division, and the letter of the company, giving, at the same time, the date of the bond given as security to the government, with the names

of the bondsmen. In most states the adjutant-general is required to see that the securities prove the value of their bonds before he issues any public property upon them. It is the duty of the adjutant-general of the state to issue, at the specified times, the orders authorizing the return of ordnance or any military supplies in the hands of officers, and he shall do this whenever, in his judgment, such property is likely to be lost or injured, or the bondsmen have ceased to be responsible for its security. The adjutant-general should require from the chief of every department two property certificates, carefully authenticated, from any officer of a department having charge of public property who may be relieved from duty or who has resigned. These certificates shall be received as proof of the proper condition of the public property in the hands of the officer to whom it is given. One of these receipts will be sent to the department to which the officer belonged, and the other is retained by him as an evidence of the correct condition of his accounts with the state. The adjutant-general receives the resignations of all commissioned officers, which should be transmitted to him through the proper intermediate commanders, and no officer shall be considered as out of the service because of the tender of his resignation, until the proper action shall have been taken by the commander in chief. Within thirty days after the date of the order of acceptance has been received the resignation takes effect. Commanding officers of brigades, divisions, regiments, or other organizations, should immediately report all vacancies occurring among the commissioned officers of their commands to the adjutant-gen-

eral. The duties of the adjutant-general of a state require that he have an extended knowledge of all arms of the service and of the military details of every office within the gift of the government, as the information he is supposed to have must be positive and accurate touching the practical working of every part of the militia system. The authority of the adjutant-general is very great. He can investigate and inquire into the condition, management and discipline of every command in the state without any special order from the governor for so doing. It is well for the adjutant-general to know that in the exercise of his proper functions he will be sustained by the governor. It is necessary, therefore, for the governor to have the fullest confidence in this officer. The governor should especially require that every matter of detail touching the militia of the state, and all orders affecting it, should be executed under the direction of the adjutant-general. In no case should the governor allow reports and communications from officers of the militia, however high in rank, to come to him, except through the proper channel. The adjutant-general should be especially familiar with all papers, returns and reports that belong to his department. He should understand their form, meaning, use, and destination; and, as they all have to pass through his hands, they ought to be fully understood by him. He should carefully keep files of all general and special orders pertaining to changes in staff officers and relating to new organizations, and of letters, reports, requisitions, estimates, proceedings of courts-martial and courts of inquiry, commissions ordered, boards of examination or

officers elected to positions in the regiment, and note their effect, and all kinds of records, minutes, or papers necessary in the administration of the militia of the state. The governor should require a careful performance of duty on the part of the adjutant-general, and should hold him to a rigid responsibility for the management of his office and the proper execution of all orders delivered to him.

ASSISTANT ADJUTANT-GENERALS.

The assistant adjutant-generals of brigades and divisions have duties similar in their general tenor to those of the adjutant-general of the state. They are usually chief of staff to the general officer with whom they serve. It is their duty to form the command of their general in line, to serve all orders and keep in proper condition the books of the command, to inspect and form the guard, carefully prepare and keep ready for use the necessary roster, and, in effect, regulate all duties pertaining to their special department, under the general direction of the general officer on whose staff they serve. The parade is their special charge, together with the posting of markers and making alignments in the evolutions. In this duty they are assisted by the other officers of the staff. The assistant adjutant-general should be familiar with the proper manner of making up returns, in order that he may correct errors and give the necessary orders for facilitating a good administration of the affairs of the command. The adjutant-general, particularly in the field, should have a thorough knowledge of manoeuvring and the handling of troops. He should

know enough to be able to represent the general in the field, and have the confidence of his chief to such an extent as to know all his plans. He should be able to deliver orders, comprehend the meaning of each, and judge (whenever the necessity may occur,) of the proper modification of an order, sometimes made necessary by a change in the circumstances under which it was issued, for it frequently happens that the officer has no time to return to his chief for instructions. Hence the necessity of ability to determine what change may be made in the order when the circumstances making its issue necessary have changed or ceased to exist. The adjutant-general, as chief of staff, should be the chief advisor of the general officer with whom he is serving. He ought to know, and at all times be ready to furnish his chief with all the details of the command, the names of the commanding officers, the regiments, the brigades, their character, military experience, ability and conditions; and he should know just what dependence can be placed on each subordinate officer in the command. The assistant adjutant-general should endeavor to relieve his general as much as possible of the labors of mere detail and routine. He should be a man with whom his general may entrust a secret and feel that it will be kept.

Very few of the duties of the assistant adjutant-general are positively fixed by law. His responsibility and duties grow out of the magnitude and character of the command to which he belongs. As chief of staff the assistant adjutant-general ought to have the full confidence of his commanding officer, as he attends to the execution of all orders which may be issued by his

general. He ought to be a man of great ability, and should always be sustained by his commanding officer in the execution of his duties, and particularly authorized to correct any defect in the discipline of the command in common with the inspector-general. The assistant adjutant-general should be sufficiently familiar with the details of the service to judge of the efficiency of the other staff officers, and of the manner in which they perform their duty.

The relation which exists between the adjutant-general and his commander should be that of perfect obedience on the part of the one and perfect confidence on the part of the other. In all matters of a military character the chief of staff and the commanding general should be in harmony. No officer should hold the position of chief of staff who, after having carefully considered the matter, finds that his instructions are opposed to his judgment.

Assistant adjutant-generals should divide all papers received by them into three classes. The first class should include papers which are to be permanently retained at brigade or division headquarters. The second class includes the papers which should be preserved but which may be sent to general headquarters, at the office of the adjutant-general of the state; and the third class includes those of such a nature that they may be destroyed without detriment. The management of official correspondence is a very difficult thing, but it seems to us that might be much simplified. The adjutant-general should endeavor to put all orders in the plainest and simplest terms, and the smaller the amount of writing

the better. Young officers appointed to the position under discussion will remember that they themselves have no power except from their commanding officer ; they are merely his agents. Especially should they be careful in assuming authority simply to confer favors. It is, perhaps, unnecessary to remark that the staff officer should always understand that he is bound by his position to treat every officer with whom he comes in contact with that courtesy which is due from one gentleman to another. Especially should adjutant-generals be reticent if they have the full confidence of their chiefs, as they ought, for they will naturally be possessed of much important information. It is very hard for the staff officer to decline to tell his friends what is going on, and it is well for the latter to ask no questions touching coming movements and events. The assistant adjutant-general will remember, that all official letters and reports which are to be transmitted to the commander in chief or superior officers should be signed by the general officer making them, with his rank and command affixed. As general officers are responsible for the correctness of the documents forwarded by them, they should carefully read all special matters of communication they are required to sign, adding such observations, based on their own knowledge, as may enable the officer to whom the communication is to be transmitted to better understand it. In correspondence between one general officer and another, or between the commanding officer and a chief of department, the letter should be signed by the superior officer himself and not by the staff officer. The assistant adjutant-generals of brigades or divisions will

remember that the officer next in rank and temporarily in command may open any official letters which arrive, and act upon them whenever the regular commanding officer happens to be absent. In addressing official letters the rank and official position of the person addressed should always be included in the address. Assistant adjutant-generals will remember that access to official records shall only be allowed to those who are entrusted with the duties pertaining to the department or office to which they belong. No official record shall be made or communicated to officers unconnected with headquarters without the special permission of the officer in command. The only possible business an officer can have with documents or information from the official records, is when it may be used by him for the furtherance of the public interest in the performance of his duty. Any officer who publishes official documents, or avails himself of them for the purpose of carrying on a personal controversy, or for any private purposes unconnected with the service, or without due authority from the commanding officer, or who shall, in any way, injure or change an official record, is guilty of conduct unbecoming an officer and a gentleman, and has committed a grave breach of official trust. The assistant adjutant-general sees to the publication of the general orders of his chief. These should only contain matters which it is proper for every one in the command to know. General Orders should be printed as soon as issued and forwarded without delay for distribution in the command; they should be printed in small type and on one side of the sheet only, and the wording should be as

concise as possible. The assistant adjutant-general should attend at the headquarters of the command promptly at the specified times to receive orders. He should see that the orders received by the adjutants of the several regiments and battalions are read to the men at the first parade thereafter. On field duty the assistant adjutant-general should attend at the headquarters tent as soon as the camp is pitched, and all orders, save those specified above, must be signed by the assistant adjutant-general who issues them.

Above all things this officer must keep his temper, though there will be many things to try it severely. As chief of staff he should be prepared to assume great responsibility. General officers should always support their chiefs of staff in the exercise of their duties, and promptly reprimand any officer of the brigade or division who fails to obey an order issued by the assistant adjutant-general. In time of war the assistant adjutant-general causes a list of all captured property, or property lost in action and remaining in the possession of the command, to be made out, and he shall take orders of his chief as to the disposal of this property.

CORRESPONDENCE.

All official correspondence between the heads of the different departments of the staff of any command and its commander must pass through the adjutant-general's department or assistant adjutant-general's, or the adjutant of the command, as the case may be. Communications to or from a commander and those under his command must pass through the adjutant-general, assistant

adjutant-general, or adjutant on duty with it, excepting only such communications between a disbursing officer and the chief of his particular branch of the staff as relate exclusively to the ordinary routine of the business in their own department. All communications, whether from an inferior to a superior or *vice versa*, are, as a general rule, to be passed through the intermediate commanders. The same rule governs in verbal applications; for example, a lieutenant seeking an indulgence must apply through his captain, the captain through the adjutant, and so on.

Copies of all important communications from any of the bureaus of the general staff to disbursing officers, relating to the service in a military department, shall be sent from the bureau to the department commander.

Rolls and returns will be accompanied by a letter of transmittal enumerating them and referring to no other subject.

Generally, officers who forward communications endorse on them their remarks or opinion without other letters of transmittal.

Official letters should refer to one matter only.

Letters on letter paper will be folded in three folds parallel with the writing.

All communications on public service are to be marked on the cover "*Official Business.*"

Officers should give special attention to the Army Regulations and General Orders in regard to correspondence on official matters. All such correspondence must be conducted through the proper official channels, except in cases of pressing necessity which do not leave time for

regular communication, and then the necessity must be stated. All applications or correspondence, through whomsoever made, in violation of correct usage should not be responded to, and the writers may be tried for disobedience of established usage and rules, or recommended to the governor for dismissal.

Any officer who shall, without proper authority, permit the publication of an official letter or report, or allow any copy of such document to pass into the hands of persons not authorized to receive it, may have charges preferred against him and his name should be submitted to the governor for dismissal. This rule applies to all official letters and reports written by an officer himself.

Parcels directed to the adjutant-general of the state should be marked on the left hand upper corner in a way to indicate their contents. Packages containing certificates of disability, muster rolls, returns, &c., will all be marked in like manner.

BOOKS TO BE KEPT AT HEADQUARTERS.

The following rules for keeping books at general headquarters, and in the adjutant-general's office, may, with modifications that will readily occur, be used with troops in the field, at the headquarters of divisions, departments, regiments, &c.

All official communications received will be entered in the book of "Letters Received," excepting only such letters of mere transmittal of orders, returns, certificates of disability, requisitions, &c., as need not be reserved. The orders, returns, certificates, requisitions, &c., will

be themselves appropriately entered in other books specially provided for the purpose.

Letter paper will be folded in three equal folds, cap paper in four. The endorsement will give the place and date of letter, name and rank of writer, and a summary of contents; and, if other papers accompany the letter, the number transmitted will also be noted on the back in red ink. Each enclosure will be numbered and bear the same *office marks* as the letter transmitting it.

Every letter required to be preserved will be entered *alphabetically* and numbered, the series of numbers beginning and terminating with the year, and including all letters *dated* (whether received or not) within the year. Only one number will be given to each letter received with its enclosures, so that the sum of the numbers under each alphabetical entry in the book of "Letters Received" during any year, will show the number of letters received in that year.

As a general rule, every letter will be entered in the name of its writer, but there are cases where it is preferable, for convenience of reference, to enter it in the name of the person who forms the subject of the letter. Applications for the discharge of soldiers, &c., are of this character. Usually a single entry of each letter and its enclosures will suffice, but it may sometimes be necessary, in addition, to make entries in the names of one or more of the individuals to whom it relates. Such entries, however, will not be numbered, but merely contain the date of receipt, name of individual, place and date of the letter concerning him, with a reference in red ink to the number of that letter.

The book of "Letters Received" will contain a *side* index extending throughout, and will be divided among the several letters of the alphabet according to the probable space required for entries under each letter. The book will be paged, and each page divided into three columns headed "When received," "Name," "Date and purport of letter," respectively.

Each entry will be separated from the one preceding it by a red line; and when two or three letters relate to the same subject they will either be filed together, or made to refer to each other by their numbers, and the filing or reference be noted in the book as well as on the letters themselves.

Letters from staff officers, written by direction of their generals, will be entered in the name of the generals themselves; thus, a communication from General R——'s staff officer, would be entered in the letter R.

Where letters are referred from the office for report, etc., a note of the fact must be made (in red ink) in this book, with a citation of the page (or number of the letter) in the "endorsement" or "letter book" where the reference is recorded.

Every letter recorded in this book is numbered (in red ink), the numbers commencing and terminating with the year, and each letter is separated from the one which follows it by a red line.

The address of all letters should be at the top, the surname being written conspicuously in the margin, followed by the official title (if any) and christian name, thus, —— Bvt. Maj.-Gen'l —— Commanding, etc., etc., etc., or Esq.

Each letter should be signed in the record book by its writer.

Whenever copies of letters are furnished the names of the persons to whom they are sent should be noted in red ink in the margin, with the date when the last differs from the date of the letter itself. In like manner, when a letter is addressed to one officer under cover to his commander, etc., this fact should be noted in red ink on the margin.

The name of every person to whom a letter is addressed is indexed alphabetically in black ink, and the names of the individuals whom it principally concerns, in red ink. A red ink line is drawn in the body of the letter, under the names so indexed, to facilitate a reference to them. In the margin, immediately under the name of the person to whom a letter is addressed, there are two references, above and below a short red line, the one above (in red) indicates the last preceding letter to the same individual, and the one below (in black) the next following. A detached index is used until the record book is full, when the names are arranged under letters as in city directories, and thus classified they are transferred to the permanent index attached to the record book.

Every order recorded in this book will be signed by the staff officer whose signature was attached to the originals sent from the office, and each order should be separated from the one following by a red line.

The modes of numbering, distribution, and general form of orders are usually prescribed by the regulations of each state. The distribution in each particular case should be noted with red ink in the margin, to show that

the regulations have been complied with; and where orders are sent to one officer under cover to his commander, (which course ought always to be pursued) or furnished at a date subsequent to the issue of the orders, these facts should likewise be added; where the order has been printed it will be sufficient to write the word "printed" in red ink in the margin, to indicate that the widest circulation has been given to it.

Every endorsement made on letters or other communications sent from the office will be copied in this book and be signed by the staff officer whose signature was attached to the endorsement itself. A brief description of the communication sent out (the name of its writer, date, subject, and *office marks*) should precede the record of the endorsement, to render the latter intelligible, and where such communication has been entered in the books of "Letters Received," the disposition made of it should also be noted in that book, with a citation of the page where the endorsement is recorded. Should the communication be returned to headquarters a memorandum will be made to that effect, with the date when received back in all the books where the fact of the reference from the office may have been noted.

In the case of such papers as proceedings of general courts-martial, certificates of disability for the discharge of soldiers, requisitions for ordnance, etc., which are not filed at headquarters but forwarded thence for deposit in other offices, it will generally suffice to make a brief memorandum of the general in chief's action upon them, instead of copying the endorsements. Where the en-

dorsement, however, settles any rule or principle, it ought, of course, to be copied in full.

The name and address of every officer to whom a communication is referred will be written in the margin.

THE INSPECTOR GENERAL.

Brigade and Division Inspectors.

The inspector-general is the second officer in rank on the governor's staff. His duties, when properly attended to, are very exhaustive and difficult, and his efficiency depends very much upon his knowledge of military matters and the faithfulness with which he does his duty. The inspector-general is the officer upon whom the governor relies for information concerning the exact condition of each arm of the service represented in the militia, its efficiency, drill and general *morale* and needs.

The duty of the inspector-general is not alone to perform the ceremony of inspecting troops. He requires an intimate knowledge of the laws, customs and regulations of the service in every department. He should be prepared to answer all questions as to the character and efficiency of any part of the state force. He should be notified by the local brigade inspector of anything that may not be according to the regulations in any part of the state militia organization, in order that it may be promptly corrected. The inspector-general should, at least once in two years, visit every militia district in his state. He shall carefully inspect every branch of the military establishment, including armories, military store-

houses and arsenals. He shall report to the general headquarters the condition of the troops as to discipline and tactical instruction, as well as any other matters pertaining to the discipline and well-being of the militia of his state. It is the duty of the inspector-general to report upon the qualifications of persons nominated to the commander in chief for commissions. He should also see that the applicants for the organization of companies are properly qualified and fit to do so. In his annual report the inspector-general must state what general and field officers have been in command of encampments and parades, and what improvement has been made by officers and men during the year, the manner in which the general regulations have been observed, and generally any information pertaining to the militia of the state. The inspector-general of the state should, in the November of each year, inspect the tents and camp equipage belonging to the state and report any deficiency therein, how much of it is damaged or unfit for use, or missing, or injured, or otherwise deficient in any way. Commandants of regiments, battalions and companies should be required by the inspector-general to report, at stated times, necessary information as to the number and kind of arms, equipments, and military property of the state issued to and in the possession of their commands. Upon the receipt of the annual report the governor may order such property as the inspector-general has reported unfit for use to be sold at public sale, upon proper notice. The sale shall be under the direction of the inspector-general or chief of ordnance, and the proceeds of such sale may be used

for the purchase of new equipments, arms, ammunition as the governor may direct. When the inspector visits the various sections of the state on duty, he will ascertain whether the troops have been properly instructed in tactics and field evolutions. He will require them to be exercised in the necessary manœuvres as ordered by the regulations. He also has the right to give instructions touching such exercises to the commanding officers of brigades or divisions, who, upon the receipt of these orders, shall cause the necessary measures to be taken for their execution. The inspector-general ought, at least once a year, to examine the books of each regiment and battalion, and he should especially report to the governor whether the proceedings and orders of the regiment are regularly and properly entered.

The officers of the inspection department, except in cases where they are assigned to specific commands as inspectors, act under the special orders of the governor, and are not to be interfered with by other officers, of whatever rank or position. Their sphere of inquiry includes every branch of military affairs, and is, in specific cases, defined and limited only by the orders pertaining to such cases.

For the general inspection service of the militia, inspection officers may, in some instances, be assigned to the headquarters of military divisions by the inspector-general or assistant inspector-general. In the absence of such assignments the commanding generals of divisions may themselves detail officers from commands for that duty. Officers so assigned or detailed act under the orders of their chiefs, in the same manner as inspect-

ors-general act under the orders of the governor of the state.

The ordinary subjects of military inspections are such as follow :

The condition as to efficiency, discipline, supplies, etc., of bodies of troops ; and the resources, geographical features, lines of communication and supply, the military wants, etc., of any section of the country ; the military status in any field of operations ; the condition and supply of military materials of various classes ; the condition of the administrative or disbursing departments of the service ; the efficiency and conduct of military commanders and agents ; the cause or failure of delay in movements or operations — of losses by accidents, disasters, etc., and, in general, all matters pertaining to the efficiency and well-being of the military in the state, or having interest in a military view.

The reports of inspectors-general to their chiefs are confidential, except the stated inspection reports, from which confidential matter, intended only for the eye of the commander in chief, or any other officer on whose staff the inspecting officer is serving, may be withdrawn if desired.

Through the brigade, division and corps inspectors the commanding officers of those organizations see, at all times, the exact state and discipline of the troops, their preparation for the field in case they are needed, the condition of arms, equipments, etc., the character and quantity of the supplies of various kinds, the sufficiency or insufficiency of transportation, and the sanitary condition of the troops. Through these inspectors com-

manding generals are informed of insufficiencies, irregularities and defects, wherever they exist, know whether their instructions given through other departments are carried into effect, and whether, in camp, on the march, or in the field, the exact condition of affairs is made known at headquarters, and whether the standing or particular orders necessary for the public service are properly executed.

The efficient discharge of the duty of inspecting officers requires a thorough acquaintance with the rules and usages of the service, the regulations and laws for the government of the militia, the systems of instruction for the troops, and the general principles of the military profession. Industrious attention must, therefore, be given by inspectors to the study of such matters as may pertain to their sphere of investigation and habits of study, and critical observation should be assiduously cultivated.

Great care must be taken by inspecting officers that no injustice be done to organizations or individuals by reports not fully sustained by personal and thorough examination.

They are to refrain from informal conversations regarding the subject of investigation. Expressions of approbation or disapprobation belong only to official reports, and are to be submitted to their chiefs alone.

Inspectors will give orders only when specially authorized to do so, and will then give them in the name of the officer authorizing them.

Arriving at a command to be inspected the inspector will furnish a copy of the order directing the inspection

to the commanding officer, who will give as much information as practicable respecting the corps, and impart any intelligence which may aid the inspector in a thorough performance of his duty.

The inspector will critically observe and report upon the military appearance and bearing of the troops, the condition of their arms and equipments, their discipline and instruction, their knowledge and skill in the use of their weapons, their dress and appointments, their proficiency in technical instruction, the readiness with which they may be commanded in the different evolutions, and their preparation for the march, or for other service on which they may be ordered. The relative efficiency of different organizations will be noted, and the general merits of the officers, and the cause for any marked difference. It will be ascertained whether the general orders issued by the governors and from the headquarters of the respective brigades, divisions, and departments are duly promulgated, understood and observed; whether mustering officers comply with the regulations for their guidance; whether there be any officers, non-commissioned officers or privates in excess of the prescribed organization; whether the books and records at headquarters are properly and regularly kept, reports, returns, etc., sent forward, &c., &c.

They will exercise a comprehensive and general observation over all that pertains to the economy and efficiency of the service, the condition and state of supplies of all kinds of arms and equipments, of the expenditure of public property and moneys, and the condition of the accounts of all disbursing officers of every branch of the

service ; of the conduct, discipline and efficiency of officers ; and report, with strict impartiality, in regard to all irregularities that may be discovered. They will also, from time to time, make such suggestions as may appear to them practicable for the cure of any defect that may come under their observation.

The quality, condition and quantity of clothing and other supplies will be noted by inspectors ; the condition of hospitals, whenever there are any ; the supply of medical and hospital stores, and the care and attention bestowed upon patients will be observed. It will be remarked whether the troops are adapted to the particular service required of them ; whether they are properly commanded ; whether they are wholly subordinate and obedient ; whether cheerful and faithful service is to be expected of them. The inspector will report whether the officers of the command are properly instructed as to their duties in the field and in quarters, whether they are acquainted with the regulations and tactics ; whether they are zealous and intelligent in the performance of their duties ; whether, in their several spheres, the officer in command receives from them that support to which he is entitled ; whether any of the officers are addicted to intemperance ; whether the vice of gaming prevails ; whether the system of government of the command is uniform in its practical operation, and is such as to secure the ends of military government in regard to the rights of officers, and insure the obedience of enlisted men. It will also be ascertained and reported if commanding officers understand the special orders or duties pertaining to their place, and whether they observe them. The

inspector will report whether the course pursued by the commanding officer, in relation to the community in which he may be, is in accordance with the requirements of his position and the orders and views of his superior officers. Reports on these topics will generally be confidential.

In inspecting commands in the field, or to take the field, attention will be directed to the requisites of the troops for a successful campaign; to such matters, for instance as health, armament, equipment, mobility, fighting capabilities, etc. Nice and discriminating examinations into minutiae are not called for under such circumstances. In inspections of troops of the infantry the inspector will critically observe and report their military appearance and bearing, the condition of their arms and equipments, their instruction in the schools of the soldier, company, battalion and higher organizations; whether the troops are practiced on the march with full kit, how many drills weekly there are, and whether officers attend them, naming the remiss, and how much time is devoted to instruction, whether drill or recitation. Particular attention will be given to the subject of cleanliness and proper sanitary condition of quarters, camps, barracks, hospitals, etc. The subject of cooking will also receive attention as well as the quality, condition and quantity of the subsistence supply. The clothing will be carefully inspected, to see that the men are supplied with articles of the proper and requisite character and quantity; that it is of the prescribed uniform from which no deviations are made; that proper care is taken in the preservation of clothing, and that it is adapt-

ed to service and the climate. The inspector will observe whether non-commissioned officers perform their duties correctly and promptly ; whether the numbers actually in the ranks correspond with the returns. He will ascertain whether any men are kept on the rolls who are not equipped as soldiers ; whether any officers are habitually intemperate or immoral, or have unfit associations ; whether any evince a want of instruction in the tactics or company administrative duties, or in the regulations pertaining to his sphere of duty ; whether the company and regimental books are kept in the form prescribed by the regulations ; whether the company fund is legitimately expended and accounted for ; whether the prescribed company and regimental and other returns are correctly prepared and promptly sent forward.

In the artillery arm the instructions given regarding infantry will be observed, so far as applicable, and report made on the points therein noted. The inspector will observe, in addition, whether officers are well instructed in the use of the various kinds of ordnance in the service ; what systems of instruction are used, and the frequency of drills and exercises under them ; whether there be recitations in artillery for officers and non-commissioned officers, and how they are attended and conducted, and with what result ; whether non-commissioned officers and men understand the use of their guns—are instructed as to their ranges, and are skilled in pointing ; whether they properly understand the loading of shells and the timing of fuses, and generally all matters pertaining to the preparation and use

of ammunition and projectiles for the service of their pieces ; whether ammunition in charge of the troops is properly cared for and is safely stowed ; and whether, if packed for transportation, it is properly put up.

He will observe the character, sufficiency, quality and defects of guns, carriages, appliances, ammunition, projectiles, &c., &c., and report fully thereon. In field artillery, after inspection of guns, ammunition, &c., inspecting officers will observe the condition of the horses ; whether there is judicious management in their use ; whether they are well treated and properly cared for ; whether proper attention is paid to stable duty, and the required number of officers at the calls ; whether any diseases prevail among the horses, and whether they receive proper veterinary treatment ; whether there be any deficiency in the supply of forage ; whether the quality be good, and, if there be any cause of complaint, who is responsible. The inspector will also examine the harness, and see whether it be complete and properly fitted, is well kept and is sufficient. He will further report if there is any unauthorized or private use of the artillery horses.

In heavy artillery the inspector will report whether the guns and carriages and their appliances are in good condition ; whether platforms, parapets and revetments are preserved in order ; whether attention is paid to drainage ; whether the regulations prescribed for the care of heavy artillery are properly observed ; whether magazines are frequently aired and never entered except in the most careful manner, as prescribed by regulations ; whether a proper system of instruction prevails

with drills, recitations, &c., reporting the attendance and the result ; in guns that are fixed, whether there are tables of ranges prepared ; whether the record of artillery practice required is properly kept and reported, &c.

In the cavalry arm the instructions given regarding infantry, as far as applicable, will be observed and reports made in accordance therewith. In addition, inspectors will ascertain and report everything pertaining to the specialty of this arm ; the character and condition of the mount, and the care taken of it ; if any cavalry horses are used for unauthorized or private purposes ; what service has been rendered since the last inspection, and under what circumstances ; the care taken regarding the shoeing of horses, and their health and veterinary treatment ; the quantity and quality of the forage rations, whether there has been any deficiency, and, if so, who is responsible for it ; whether horses are habitually ridden at slow gaits ; whether stable duty is properly performed ; what is the condition of arms and ammunition ; the state of their supply ; the condition of horse equipments, and if sufficient and adapted to the service and in proper order.

Inspectors will classify horses thus :

1st. Those to be condemned for any use whatever in any branch of the service. These will be disposed of according to regulations.

2d. Those unfit for cavalry service, but which may be fit for team horses or draught purposes. These will be turned into the quartermaster's department.

3d. Those now unfit for service, or nearly so, but which, by timely treatment at depots, may recuperate. These will be sent to established depots and re-issued when serviceable.

4th. Serviceable horses.

The number of each class will be given in every report of inspection for each troop in the service. Inspector-generals will ascertain and report to the commander in chief the habits, capacity, efficiency, and integrity of all officers in the service of the state; whether they are familiar with the details of their duties; whether they are prompt, accurate, and courteous in conducting their business. These reports are generally confidential, but whenever any officer is affected by them the proper notice should be given him, in order that he may be allowed to make such explanation as he may desire. Inspector-generals will also report whether any employee in the military establishment can be discharged without detriment to the service. Officers' accounts and records will be critically examined and their condition reported to the commander in chief.

The instructions given for the different arms of the service will be observed regarding serviceable articles; unserviceable arms and stores will be inspected and disposed of in like manner with other property; their *sale* can be ordered by the governor only. The inspection of ordnance and ordnance stores manufactured or purchased is under the exclusive control of the chief of ordnance, and will be made by officers detailed by him and acting under his instructions.

Inspectors-general will examine and report on the

quantity and quality of medical and other stores belonging to the state, and, if there are hospitals, the general care of patients, the sufficiency of attendance, the sanitary condition of hospitals, and the prompt supply of quartermaster and subsistence stores.

Inspection of property for condemnation will be performed in each command by the senior inspecting officer of the state, assisted by subordinate brigade or division inspectors.

Officers having property requiring inspection will make a request in letter form through their immediate commanding officer therefor. They will send to the proper inspectors signed inventories in triplicate, according to form furnished from the inspector-general's office of the state, accompanied by a letter of advice, stating where the property is. The property will be arranged according to description, and every article of each class must be examined by the inspector, the officer responsible for it accompanying the inspector and giving all required information as to its use, care, preservation, &c.

All reports of inspection of property will be submitted by the inspector, through his immediate commander, to the commander in chief, who orders the final disposition of the property.

Inspectors will state in their reports of damaged or inferior quartermaster, commissary, or medical stores, the depot whence such stores were obtained, the marks upon them, and, if practicable, the marks upon original packages and the names of contractors and inspectors who furnished and passed the articles so reported.

Stated inspections and reports will be made in all commands whenever ordered by the proper staff inspectors. These reports will exhibit the composition of each command, designating the regiments and number of companies, the number of general, field, staff and company officers and enlisted men, the zeal and efficiency of officers, the aggregate of officers and men present, specifying those effective for the field, those sick or in arrest, and those not present at inspection, the aggregate absent, specifying those sick, the aggregate present and absent; in artillery, the number of guns, their general condition, and the condition of their various parts, the amount and quality of ammunition, and the security and care taken of magazines. The number of small arms will be reported—their kind, calibre, and condition; the amount and quality of ammunition therefor, the condition of accoutrements, clothing and horse equipments. A detailed statement, by organization, as to the appearance, discipline, instruction, and proficiency of enlisted men, their personal cleanliness, the police of quarters and camps, correctness of records and accounts, and the care taken of public property generally, and a summary of principal irregularities in the command should be given.

In commands of not less than a brigade these inspections will be made at the dates stated in orders, and in the manner prescribed by the state regulations, and by instructions upon blank forms furnished from the inspector general's office. In smaller commands, the in-

spections will be made in the same manner and the report forwarded through ordinary channels.

Special reports, with regard to any matter requiring the immediate attention of the commanding general of the brigade or division, will be made in letter form as often as occasion may arise. These reports are for the eye of the commanding officer alone, and at his discretion may be forwarded to the inspector-general's office, with the action by such officer endorsed thereon.

An officer serving temporarily in place of another is not to make any changes in the mode of conducting official business.

On arrival at the headquarters to which he has been ordered, each inspector will at once make a thorough and rigid inspection of the whole division or field of service, unless, for special considerations, it be otherwise determined by the commanding general. The regulations contemplate an inspection of regiments and companies at the end of every month by their commanding officers, and at musters by the mustering officers.

Inspectors-general will take means to assure themselves that these inspections are regularly and carefully made. Although reports of monthly inspections are not required beyond those on muster-rolls, yet anything that it is proper to bring to notice at headquarters may be made the subject of special communication.

Reports of inspectors will be upon the usual printed blank, which is only designed as a form. Other subjects than those specified therein must not infrequently be introduced, and it may be done either under the head

of general report or in the ordinary mode of communication.

Confidential information respecting matters affecting the public service which commanding generals should possess, may be made the subject of oral or written special reports. Statements, however, affecting the character or standing of commissioned officers, or liable to produce mischief if incorrect, should not be based upon mere rumor, but upon definite ascertainment of facts. The harmony of the service, as well as justice to individuals and the public, requires that such reports be maintained inviolably confidential, and that they should not of themselves be made the basis of official proceedings. The information for such proceedings must be derived from open investigation. All appearance of secret investigation is to be avoided by inspecting officers.

Copies of all non-confidential inspection reports will be forwarded to the inspector-general's office with statements of the action taken thereon by the several commanders, and with such comments as may be deemed necessary. If existing irregularities or deficiencies can be remedied by any action of the brigade or division commanders it should be stated, with the corrective proposed.

Before troops go into active service they should be carefully inspected, and it should be ascertained that they are in all respects ready for the march and fit to take the field. Reports of such inspections will be particular in describing the condition of the command, its arms, equipments, supplies, transportation, &c.

Inspector-generals are the only officers authorized to

inspect public property with a view to its condemnation. The final disposition of condemned property, as has been already stated, can only be directed by the commander in chief. When property has become damaged or unserviceable in transit, in store, or in the original packages, or under any other circumstances, so that an immediate ascertainment and record of the fact should be made, the commanding officer on the spot, if the services of the inspector-general are not available, may order a board of survey to collect the facts, whose report will be handed to the inspector-general, upon his arrival.

Inspector-generals, during their tours, will inspect all property presented to them for condemnation, upon proper inventory and inspection reports ; but, generally, inventories of unserviceable property should be forwarded to the superior headquarters in anticipation of the visit of the inspector-general.

The exercise of good judgment in the disposition of property not serviceable, and a regard for that economy in the management of the public resources so particularly called for at the present time, should govern inspecting officers in the discharge of this branch of their duties. Property is not to be condemned hastily, or merely because of its shabby appearance ; it must be clear to the inspector-general that it can no longer be used in the public service.

Great care should be taken to prevent property once condemned and ordered to be dropped from the returns ever being again presented for inspection.

The efficient discharge of their duties demands that staff inspectors should, by careful application, make

themselves familiar with everything relating to the different branches of service within the scope of their investigations.

Inspecting officers, in recommending the disposition to be made of condemned property, especially in the quartermaster's department, will bear in mind that there is hardly any species of material, however worn, which cannot be put to some use. Old linen, cotton, wool, iron, &c., can all be worked up in some new form, and wood can be used as fuel. No condemned articles that have any saleable value will be recommended "to be dropped," unless there be special reasons for doing so ; these must be stated in the report. Officers making inspections of troops in the field, or in different portions of the state, will forward the report of each inspection from the point where it is made, and as soon thereafter as the means of regular communication will permit. Inspecting officers, before transmitting their reports to the commanders upon whose staffs they are serving, will endorse thereon the remedies that have been resorted to by the immediate local commanders for the correction of irregularities or evils that may have been brought to their notice by the inspectors ; and, in order that the superior general commanding may be fully advised as to what corrections have been applied, and to enable him to judge of the action necessary to be taken by the governor, all commanders through whose offices copies of reports not confidential have to pass in the regular channel of transmittal to the general headquarters of the state, will cause to be endorsed upon those reports the action taken by them respectively.

In order to produce uniformity, and to preserve in a consolidated form, convenient for reference, the official records of inspecting officers, the inspector of each division will hereafter keep in his office the following books, viz. :

One book containing copies of letters sent, one book containing copies of letters received, one book containing copies of endorsements and memoranda, one book containing copies of inspection reports, one book containing copies of inventory and inspection of property reports. All these books should be properly endorsed and retained permanently in the inspector's office at each division headquarters.

Governors should call the attention of division commanders to the necessity of confining the expenses attending tours of inspection to the smallest limit consistent with the efficient performance of that important duty. Inspecting officers should only be sent on tours when some absolutely good result can reasonably be expected from their reports. The brigade or division commanders themselves can generally learn all that is requisite about their commands, especially after one inspection, without themselves visiting the several different posts; and, when they deem it for the real interest of the service personally to inspect any portion of their commands, they will give orders to no more than one staff officer to accompany them.

Whenever it becomes the duty of an inspector to investigate reports or irregularities prejudicial to the character of a commissioned officer, he will invariably make known to that officer the nature of the accusa-

tions against him, and give him an opportunity to make, in writing, his own statement upon the subject, which statement will be embodied in and form part of the inspector's report.

When property is condemned and directed to be turned into an arsenal or depot, care must be used in packing, to prevent it from becoming more unserviceable by injury in transportation.

Inspectors-general, when called upon to inspect unserviceable property, will note whether due care has been exercised by officers concerned to protect the interests of the state, and upon the officer responsible for any loss accruing to the state, if such loss has not been previously charged against the soldier.

Copies of all reports of the inspection of troops will be forwarded through the regular channel if transmitted to the inspector general's office at general headquarters, and in order that the governor may be advised as to the action necessary to be taken by him.

Officers inspecting public property will cause the destruction, in their presence, of all property found to be worthless, and which is without any money value at the place of inspection. The action of an inspector on property of this character will be final, and his inspection report on the same will be a valid voucher for the officer responsible for the property.

In the discharge of the duty devolved upon inspectors, they are reminded they will be regarded as answerable that their action is proper and judicious, according to the circumstances of the case.

THE QUARTERMASTER-GENERAL.

The quartermaster-general is the officer who has charge of and is responsible for the military property and supplies belonging to the state, which are known as quartermaster's stores. He has such a number of assistant quartermaster-generals as the military code of the state allows; besides these, each division has a quartermaster with the rank of lieutenant-colonel, and each brigade an assistant quartermaster with the rank of captain or major, and each regiment a quartermaster with the rank of first lieutenant. The duties of this department are very important, and embrace such a wide range of subjects that it will be impossible to do more than allude to those most necessary to be understood. It is the duty of this department to provide quarters and transportation for the troops, storage and transportation for all supplies of clothing and camp and garrison equipage, fuel and forage, when required, and stationery.

This department also has the purchasing of such horses as may be required.

Under the head of quarters are included all buildings for the use of the militia, store-houses, offices, and stables. Supplies of clothing and camp and garrison equipage are provided by the quartermaster-general for the officers of his department who may be on duty with the militia. When troops are moved, or when officers travel with escorts, transportation is provided for the whole command. The exact return of the whole command must be furnished to the quartermaster who pro-

vides the transportation. Postage and dispatches on public business paid for by any officer shall be sent up with a certificate to the quartermaster-general, who will refund the money. Regimental, brigade, and division books and printed blanks for the quartermaster's department are to be had by requisition on the quartermaster-general.

In order to secure the state the quartermaster-general will require all officers of his department to conform strictly to the regulations touching returns, accounts, vouchers, etc., of his department, and, in their settlements, they must present to the quartermaster-general satisfactory vouchers for all property issued and money expended.

The quartermaster's department is charged with the duty of providing the means of transportation by land and water for the troops and all the material of war, and storage for all military supplies. It furnishes the mules and horses for the artillery and cavalry and the trains; supplies tents, camp and garrison equipage, fuel, forage, straw, material for bedding, stationery, lumber, and all materials for camps; builds barracks and hospitals, provides wagons, ambulances, and harness, except for artillery and cavalry horses, and, in time of war, builds or chartered ships and steamers, docks and wharves; constructs or repairs roads, bridges and railroads, and clothes the army.

The incidental expenses of the army, paid through the quartermaster's department, includes per diem to extra duty men, postage and telegrams on public service, the expenses of courts-martial, courts of inquiry and

military commissions, and, generally, the proper and authorized expenses for the movements and operations of the militia not expressly assigned to any other department.

The quartermaster's department has charge of all inspections of its own department, and all reports made by officers assigned to inspection duty, analyzing and preserving the reports as received, and communicating, through the quartermaster-general, to the chiefs of the proper divisions such portions of these reports as may be necessary for their information and use. The officers assigned to such inspection duty shall have power, not only to report and hand out any errors or abuses which they may discover in the practical operations of the quartermaster's department, but to give, by authority of the quartermaster-general, the orders which may be immediately necessary to correct and to prevent the continuance of such abuses or errors. All such orders shall be immediately reported to the chief of the inspection division for the approval or otherwise of the quartermaster-general.

In the absence of the chief quartermaster from headquarters for any length of time, his duties at headquarters will be assumed and performed by the senior officer of the quartermaster's department present.

The quartermaster-general of the state should require from all officers of his department serving under his direction, reports of the condition of the property in their charge, at such times as he may think necessary. They should state the condition of the clothing of the troops in each regiment, and the number of articles of

clothing, and the quantity of other supplies needed to complete the equipment of the men, according to the regulations and general orders in force at the time.

These reports should be made by regimental quartermasters and by acting assistant and assistant quartermasters to their next superiors in regular order.

Brigade and division quartermasters will consolidate these reports and forward them to the quartermaster-general of the state, giving in the consolidated reports the estimates in detail for each regiment. The strength present of the several organizations should be stated upon the several returns and estimates. The reports should be submitted for approval, as provided by regulations, to the several commanders, regimental, brigade, and division, in order. The quartermaster-general will consolidate all the reports, and submit them to the commander in chief for approval and for his orders.

Every quartermaster competent for his office will be able to estimate accurately enough for all practical purposes the quantity of every kind of supply which his command will be likely to need for the current quarter.

The duties of quartermaster-general of a state are intended to be supervisory and administrative. His time should not be occupied with accountability for property, and he should have assistants who will receipt for and take charge of all property which comes into his hands.

He should be active in visiting the different commands and camps, and see with his own eyes the condition of troops and supplies. He should be in regular communication with the commanding officers of the troops in

the state, and be prepared, at all times, to second their exertions for the comfort, health, efficiency and mobility of the troops.

He should be accurately informed as to the supplies on hand, their position and condition ; as to the means of transportation in the regimental, division and general supply trains, and be prepared to supply any deficiency.

Upon the energy, fidelity, ability and foresight of the chief quartermaster of a body of troops the success of any march and of every military operation undertaken by their commander largely depends. The chief quartermaster is upon the staff of the commanding officer, and should be in the closest relations with him, and his authority over the trains, the property and the supplies is subordinate only to that of the commander and to that of his superior in his own department.

If he is active and vigilant he can be of the greatest service to his commander, and to the troops, and to his state. If he is careless his example will corrupt the whole department under his direction.

Quartermasters report to their immediate commanders the state of the supplies and whatever concerns the service under their direction, and receive their orders, and communicate to them those they receive from their superiors in their own corps.

The heads of the several divisions in the quartermaster-general's office, shall, under the direction of the quartermaster-general, from time to time, advertise for proposals for the supplies necessary for military purposes, in newspapers having general circulation in those parts of the country where such supplies can be most ad-

vantageously furnished, having regard also to the places where the supplies are to be delivered and used ; and all supplies so purchased or contracted for shall be subject to careful inspection, and all clothing, camp and garrison equipage shall be subject to a double inspection—first, as to the quality of the material, and second, as to the kind and character of the workmanship, which inspection shall, in all cases, be performed by a competent inspector with suitable assistants, who shall have had ample experience in the inspection of cloth, clothing, knapsacks, camp and garrison equipage, and all payments for supplies so purchased shall be made under the direction of the officers in charge of the several divisions above mentioned, upon receipts or certificates from the officers inspecting and receiving such supplies, prepared in such form and attested in such manner as may be prescribed by the quartermaster-general.

When an emergency exists requiring the immediate procurement of supplies for the necessary movements and operations of any part of the state forces, and when such supplies cannot be procured from any established depot of the quartermaster's department, or from the head of the division charged with the duty of furnishing the supplies within the required time, then it shall be lawful for the commanding officer of the state troops called into service, to order the chief quartermaster of his command to procure the supplies required during the continuance of such emergency, but no longer, in the most expeditious manner and without advertisement ; and it shall be the duty of the quartermaster to obey such order ; and his accounts of the disbursement of moneys

for the supplies shall be accompanied by the order of the commanding officer aforesaid, or a certified copy of the same, and also by a statement of the particular facts and circumstances, with their dates, constituting the emergency which rendered the order necessary.

No officer or agent in the military service of the state shall purchase from any other person in the military service, or make any contract with any such person to furnish supplies or services, or make any purchase or contract in which the person with whom the contract is made shall be admitted to any share or part, or to any benefit to arise therefrom.

All officers of the quartermaster's department and military storekeepers shall, previous to entering on the duties of their respective offices, give good and sufficient bonds to the state, fully to account for all moneys and public property which they may receive, in such sums as the governor of the state may direct; and the officers aforesaid shall renew their bonds whenever the governor shall so require, and whenever they receive a new commission or appointment.

The sureties to the bond shall be bound jointly and severally for the whole amount of the bond, and shall satisfy the governor that they are worth, jointly, double the amount of the bond, by the affidavit of each surety, stating that he is worth, over and above his debts and liabilities, the amount of the bond, or such other sum as he may specify; and each surety shall state his place of residence.

Whenever volunteer regiments are organized under the President's call, until their muster rolls are com-

pleted, they will be under the exclusive control of the governors of the states, and all requisitions for quartermaster's stores and contracts for subsistence will, if approved by them, be allowed, and not otherwise.

Where it is desired by the governors of states, the United States officers of the quartermaster, medical, and ordnance departments may turn over stores to the state authorities, to be issued by them in accordance with the regulations and accounted for to the proper bureau of the war department.

Boards of survey have no power to condemn public property. They are called only for the purpose of establishing data by which questions of administrative responsibility may be determined and the adjustment of accounts facilitated, as, for example, to assess the amount and kind of damage or deficiency which public property may have sustained from any extraordinary cause not ordinary wear, either in transit or in store or in actual use, whether from accident, unusual wastage or otherwise, and to set forth the circumstances and fix the responsibility of such damage, whether on the carrier or the person accountable for the property or having it immediately in charge ; to make inventories of property ordered to be abandoned when the articles have not been enumerated in the orders ; to assess the prices at which damaged clothing may be issued to troops, and the proportion in which supplies shall be issued in consequence of damage that renders them, at the usual rate, unequal to the allowance which the regulations contemplate ; to verify the discrepancy between the invoices and the actual quantity or description of property trans-

ferred from one officer to another, and ascertain, as far as possible, where and how the discrepancy has occurred—whether in the hands of the carrier or the officer making the transfer; and to make inventories, and report on the condition of public property in possession of officers at the time of their death. The action of the board for these authorized objects will be complete with the approval of the proper commanding officer, provided that neither he nor any of the board are interested parties, but will be subject to revision by higher authority. In no case, however, will the report of the board supersede the depositions which the law requires with reference to deficiencies and damage.

Boards of survey will not be convened by any other than the commanding officer of the brigade or division present, and will be composed of as many officers, not exceeding three, as may be present for duty, exclusive always of the commanding officer, and the officer responsible in the matter to be reported on, but in case the two latter only are present, then the one not responsible will perform the duties, and the responsible officer will perform them only if there be no other recourse. The proceedings of the board will be signed by each member, and a copy forwarded through the proper channels by the approving officer to the state headquarters of the department, duplicates being furnished to the officer accountable for the property.

When public property is received by any officer he will make a careful examination to ascertain its quality and condition, but without breaking packages until issues are to be made, unless there should be cause to

suppose the contents defective, and in any such case he will apply for a board of survey for the purposes set forth in the application. If he believes the property to be unfit for use, and the public interest requires it to be condemned, he will, in addition, report that fact to the commanding officer of the troops with whom he is serving, who will make, or cause to be made, a critical inspection of it, according as he may be commander of the post only or have a higher command. If the inspector reports the property fit it shall be received and used, if not, he will forward a formal inspection report to the commander empowered to give orders in the case. The same rule will be observed, according to the nature of the case, with reference to the property already on hand. The person accountable for the property, or having it in charge, will submit an inventory which will accompany or be embodied in the inspection report, stating how long the property has been in his possession, how long in use, and from whom it was received. The inspectors report will state the exact condition of each article and what disposition it is expedient to make of it.

Supplies of clothing, camp and garrison equipage will be sent by the quartermaster-general, from the general depot to the officers of his department stationed with the troops.

The contents of each package and the sizes of clothing in it will be marked on it.

The receiving quartermaster will give duplicate receipts for the clothing as invoiced to him, if the packages as received and marked agree with the invoices and appear rightly marked and in good order, if otherwise, an

inspection will be made by a board of survey, whose report in case of damage or deficiency will be transmitted—one copy to the quartermaster-general and one to the officer forwarding the supplies. In case of damage the board will assess the damage to each article.

Officers transferring clothing or camp and garrison equipage will make the invoice thereof in triplicate, two copies of which will be delivered or transmitted to the officer to whom the transfer is made, and the third will be transmitted forthwith by mail to the quartermaster-general. The only exception to this regulation is where company commanders or other officers issue clothing directly to enlisted men.

No article of clothing, or camp and garrison equipage will be dropped from the returns as worn out or unserviceable until condemned, after proper inspection, and ordered to be so dropped.

When an officer in charge of clothing, or camp and garrison equipage is removed from the care of it, the commanding officer shall designate an officer to receive it, or he will take charge of it himself until a successor be regularly appointed ; where no officer can remain to receive it the commanding officer will take suitable means to secure it, and report the facts to the proper authority.

All communications pertaining to the office of the quartermaster-general, or relating to the duties thereof, will be addressed to the quartermaster-general, and all official correspondence conducted, or orders issued by the heads of the several divisions of his office will be by his order or authority. The same rule will apply in the case of the other officers who may be assigned to special duty

in the office of the quartermaster-general or authorized by him to conduct correspondence under his direction and by his orders.

All communications to the quartermaster-general relating to "clothing and camp and garrison equipage" will be so endorsed on the envelope under the word "official," with the signature thereto of the officer writing the communication.

THE CHIEF OF ORDNANCE.

The chief of ordnance is the officer of the general staff who has charge of and is responsible for the military property and supplies of the state known as ordnance. He keeps in good repair the arsenals of the state and sees to their proper maintenance. He is also responsible for the cleaning and repairing of the artillery and small arms and accoutrements belonging to the state. He is charged with and is responsible for ammunition and implements of every kind pertaining in any way to the ordnance, and he has the disposition and control of all property of this sort belonging to the state. Under the direction of the governor he may sell, if it is to the advantage of the state to do so, any damaged ordnance, arms, ammunition and similar stores of every kind, which, in the opinion of the governor, are unsuitable for the use of the state, and he will render an account of all such sales made by him to the commander in chief. The proceeds of these sales will be expended in the purchase of arms, ammunition, and other stores or equipage that the commander in chief may direct to be purchased. The chief

of ordnance, with the approval of the commander in chief, will issue to any commanding officer, upon his requisition transmitted through the proper military channels, such ordnance supplies as the command is entitled to and requires. The inspectors of brigades and divisions will report to the chief of ordnance, the condition of arms, implements, and other equipments in their respective commands at least once a year. The chief of ordnance will also make a report to the governor every year before the meeting of the legislature, which will show the condition and disposition of all arms, ordnance stores, ammunition, or any other property belonging to his department or in his charge. The most important duty of the chief of ordnance is to obtain from the general government the ordnance stores, ammunition, &c., standing to the credit of the respective states, and a brief explanation of the method of procuring these stores will be useful to newly appointed ordnance officers.

Section 1661, Rev. Stat., U. S., makes an annual appropriation of \$200,000 for providing arms and equipments for the militia.

This appropriation is under the control of the chief of ordnance, U. S. army, on whom the governors of the several states and territories, and the commissioners of the District of Columbia, make requisition for such arms, &c., as they may require, not exceeding in money value, however, the amount to their credit on the books of his office.

All communications from state authorities on matters relating to arming and equipping the militia by the

United States should be addressed to "the Chief of Ordnance, U. S. Army, Washington, D. C."

Section 1667, Rev. Stat., provides that arms, &c., shall be distributed to the various states on the basis of their representation in Congress, and that the distribution to the territories shall be made under such regulations as the President may prescribe.

The President directed, April 30, 1855, that the quotas of the territories and the District of Columbia should be the same as the state having the smallest representation in Congress.

On the 1st of July each year, each state and territory, and the District of Columbia, is credited on the books of the Chief of Ordnance, U. S. Army, with the money value of its quota for the fiscal year ending the following 30th of June.

Rifles, and other small arms, accoutrements, field artillery, equipments, and ammunition, of the patterns adopted for the troops of the United States can be issued to the governor for the militia of any state or territory, at the request of the governor thereof, when the quota due will permit.

To procure ordnance stores for a state the governor makes requisition on the chief of ordnance in the following form :

Executive Department, State of Louisiana,
New Orleans,———18

To the Chief of Ordnance, U. S. A.,
Washington, D. C.

Sir :

Under the provisions of section 1661, revised stat-

utes of the United States, I hereby make requisition for the following ordnance stores for the use of the organized militia of this State, viz.:

200 Springfield Rifles, cal. 45.

200 Waist Belts and Plates.

200 Bayonet Scabbards.

200 Cartridge Boxes for cal. 45., ammunition.

200 Gun Slings.

10,000 Rifle Ball Cartridges cal. 45.

2,000 Rifle Blank Cartridges, cal. 45.

I request that the stores may be sent to _____
_____ at _____

Respectfully,

Your obedient servant,

Governor.

By the regulations of the war department, the governor of the state signs all requisitions on the chief of ordnance, U. S. Army, for arms, etc. He also signs receipts *in triplicate* for said arms, etc., when received, and returns them to the officer who invoiced the property to him. The governor signs and receipts—*no one can sign by his order or in his stead.*

Ordnance and ordnance stores issued to the militia from government arsenals are delivered at such point in the State—on railroad or navigable water—as the governor may designate, and all freight charges thereon are paid by the United States.

The duties of the chief of ordnance of a state should be the same as those prescribed by United States laws.

and regulations as the duties of the chief of ordnance of the U. S. Army, in so far as they relate to the care and issue of, and accountability for, ordnance and ordnance stores, but, of course, this will depend on the laws of each state. They should consist in receiving, preserving, distributing, and accounting for all munitions of war.

He should take receipts for all ordnance and ordnance stores issued by him, and officers to whom the same shall be delivered should be required to execute and promptly transmit to him the proper receipts.

Officers responsible for ordnance or ordnance stores should be required to make returns therefor to the chief of ordnance annually, or oftener if so directed, and in such manner, and on such forms as may be prescribed by him.

The chief of ordnance should keep in his office a book in which to record the quantity and kind of all ordnance and ordnance stores belonging to the state, as well as a record of all ordnance and ordnance stores issued to each officer, when they were issued, and where they are kept.

If any change in command takes place in any regiment or company furnished with arms, &c., belonging to the state, the chief of ordnance should immediately require a renewal of the bond given therefor; and, unless a new bond be promptly given, approved according to law for such arms, &c., he should order the return thereof, forthwith, to such arsenal or officer as he may designate.

The chief of ordnance should also, in like manner, re-

quire bonds given for arms, &c., to be renewed whenever the surety thereto shall die, or become insolvent, or remove out of the state.

All commissioned officers to whom any ordnance or ordnance stores, the property of the state, shall be issued, or who shall come into command of any regiment, or company, to which the same may have been issued, or otherwise in the possession thereof, should make reports to the chief of ordnance, in respect thereto, at such times and in such manner as he shall require.

The chief of ordnance should see that no issue or loan of ordnance or ordnance stores is made from any arsenal, depot or armory in his charge, without the special order of the commander in chief.

All damages to or losses of any ordnance stores shall be reported to him, and when the loss or damage is not the result of unavoidable accident, or is not due to the incidents of service, he should cause the loss to the state to be made good by the party found responsible therefor.

He should make frequent inspections of all the arsenals, depots, and armories, and report to the proper authority the result of his inspections, with such recommendations as the interests of the service require.

The chief of ordnance should have charge of all rifle practice of the militia, and direct the time and manner in which the same should be conducted. He should also inspect, or cause to be inspected, from time to time, all armories, ranges, and practice grounds, to see that the necessary regulations for rifle practice are carried out, and that proper returns thereof are made to him.

Form No. 1—(h.) (For stores in charge—miscellaneous.)

[For the use of staff or other officers on detached duty having ordnance stores in charge.

Return of ordnance and ordnance stores received and issued by and remaining in charge of —, during the year ending —, 18—.

Date.		— quarter, 18—.											
No. of voucher.													
18—.	On hand from last return.....												
	Received from												
	Received from												
	Received from												
	Received from												
	Total to be accounted for.....												
	Issued to												
	Issued to												
	Issued to												
	Condemned and dropped by order of.....												
	Expended, as per abstract.....												
	Lost or destroyed, as per statement.....												
	Charged, as per statement.....												
	Total issued and expended												
	Remaining on hand to be accounted for on next return												

I certify that the foregoing return exhibit as correct statement of the public property in my charge during the — year ending —, 18—.

Station : —, —, 18—.

Post-office of the station : —.

Form No. 1—(b.) (For infantry and heavy artillery.)

Quarterly return of ordnance and ordnance stores, received, issued, and

Date.	Number of voucher.	CLASS VI.					
		Breech-loading rifles.		Swords.			
		Service-able.	Unserviceable.	Service-able.	Unserviceable.	Service-able.	Unserviceable.
		Springfield, caliber .50.	Springfield, caliber .45.	Non-commissioned officers' swords.	Musicians' swords.	Non-commissioned officers' swords.	Musicians' swords.
187—.							
	On hand from last return.....						
	Taken up as per.....						
	Received from.....						
	Received from.....						
	Total to be accounted for.....						
	Issued to.....						
	Issued to.....						
	Condemned and dropped by order of						
	Expended, as per abstract.....						
	Lost or destroyed, as per						
	Charged, as per statement.....						
	Total issued and expended.....						
	Remaining on hand to be accounted						
	for on next return.....						

I certify that the foregoing return exhibits a correct statement of the public

Station : ———.

Post-office address of station : ———.

The maximum strength of the Company during the year was ——— men.

MISCELLANEOUS.

Classification and Accountability.

The general denomination "ordnance and ordnance stores" comprehends all cannon and artillery carriages and equipments; all apparatus and machines for the service and manœuvre of artillery; all small-arms, accoutrements and horse equipments; all ammunition, and all tools, machinery, and materials for the ordnance service; horse medicines, materials for shoeing, and all horse equipments and harness for the artillery; and, in general, all property, of whatever nature, supplied to the military establishment by the ordnance department.

All ordnance and ordnance stores prepared for issue are divided into ten general classes, numbered from one to ten inclusive, forming part first of the ordnance return.

Class 1 embraces all mountain, field, siege, garrison, and sea coast guns, howitzers, mortars, and machine-guns of all classes.

Class 2 embraces carriages for all guns, howitzers, and mortars enumerated in Class 1, and includes mortar-beds, ordnance-wagons, forges, and ammunition-carts.

Class 3 embraces all implements and equipments in classes 1 and 2, including artillery harness and paulins.

Class 4 embraces all unprepared projectiles for mountain, field, siege, garrison, and sea-coast guns, howitzers and mortars, and includes hand-grenades.

Class 5 embraces all the stores comprised in Class 4 which are partially or fully prepared for service.

Class 6 embraces all small-arms, sabers, swords, and bayonets.

Class 7 embraces all appendages for small-arms, horse equipments for cavalry, and the accoutrements and equipments for the infantry, cavalry, and artillery soldiers.

Class 8 embraces all metallic and other ammunition for small-arms, and its complete components, such as powder, lead balls, percussion-caps, fuses for artillery projectiles, blank cartridges for cannon, signal-shells, fire-rockets, &c.

Class 9 embraces platforms for mortars and siege-guns, artillery machines, articles for mechanical manoeuvres, intrenching-tools, and miscellaneous articles for army use.

Class 10 embraces all parts or incomplete sets of the articles enumerated in classes one to nine inclusive.

Part second embraces all stores which properly come under the head of materials, machines, inspecting instruments, tools, animals, lands, buildings, &c.

The object of making a return of property is to present, at stated times, an exact account duly vouched for, of all the property with which an officer is properly to be debited, and also of all property with which he is to be credited. The difference between the two gives his exact accountability.

The first step in making out a return is to prepare a correct classified list of all the articles for which the officer is responsible. This is done from the invoices or inventories, which, taken together, must necessarily give the name of every article.

In making out the first return due, the line "on hand from last return" is, of course, left blank ; but on this line is stated, under the proper heads, in all subsequent returns, the "balance on hand to be accounted for" at the date of the last return, as indicated by its bottom line.

The date of that return is always given in its proper place, when the balance on hand is entered on the next return.

All property transferred to other persons, or otherwise satisfactorily accounted for by proper vouchers, grouped together, gives the credit side of the account, and forms the "Total issued and expended." This last, subtracted from the "Total to be accounted for," gives the amount with which the officer is chargeable on the day of making the return, or the "Balance on hand to be accounted for on next return."

Every officer to whom ordnance stores are intrusted, records, in detail, all receipts of such property, noting the date of reception, or when he became charged with their care ; from whom or how received, and the full name and quantity of each article. In the same manner is kept an accurate list of all such stores as are issued, expended, or disposed of in any way whatsoever, giving the dates and all the circumstances connected with each transaction.

The following blanks indicate the proper form of return for, viz :

Form No. 1 b, for Infantry.

Form No. 1 h, for the use of officers on detached duty having ordnance stores in charge.

PART III.

COURTS-MARTIAL—CEREMONIES—USE OF
MILITIA IN AID OF CIVIL POWER—
CARE OF ARTILLERY.

GENERAL COURTS-MARTIAL.

Courts-martial are composed generally of commissioned officers of the line. Chaplains are not eligible; medical officers may be detailed as members when other officers cannot conveniently be detailed. General courts-martial for the trial of commissioned officers should be ordered by the commander in chief, at such times as the interest of the service may require, and shall consist of not less than three nor more than seven officers, none of them to be of less rank than the accused. In appointing a general court-martial, as many members will be detailed as can be assembled without manifest injury to the service; the decision of the officer ordering the court, as to the number of members, being conclusive.

The judge advocate of a general court-martial should be named in the order convening it, and, when practicable, should be a regularly commissioned judge advocate. It is not customary to appoint a medical officer as judge advocate.

The authority convening a general court-martial may relieve the judge advocate so appointed, and appoint another at any stage of the proceedings, but, before entering upon the duties of the office, the new judge advocate must be duly sworn by the president of the court, in the presence of the accused, and the fact be noted on the record with the order appointing him. The judge advocate is the prosecuting officer, but, as he is not a member of the court, he is not challengeable.

A president of the court will be appointed; the officer highest in rank present will be president. In the detail the members will be named in the order of their rank, and they will so take their places in the court. The place of holding a general courts-martial should be designated in the order convening it.

The duties of members and of judge advocates of courts-martial are of such grave importance that no officer liable to such service should neglect an opportunity of acquiring a knowledge of military law and the practice of the military courts. Whenever the officer convening a court-martial may deem necessary the order may direct the court to sit without regard to hours. Unless otherwise directed in the order, courts-martial will sit only between the hours of eight o'clock, A. M., and three o'clock, P. M.

The president of a general court-martial, besides his duties and privileges as member, is the organ of the court to keep order and conduct its business. He speaks and acts for the court in each case when the rule has been prescribed by law, regulation, or its own resolution. In all their deliberations the law secures the equality of the members.

The president is required to see that the members attend the sittings of the court in full uniform whenever practicable, and that they maintain perfect order and decorum. He will prohibit all conversation, letter writing, or other practice not consistent with the closest attention to the business of the court.

A court-martial has no power to punish its own members. For disorderly conduct a member of a court-mar-

tial is liable as in other offenses against military discipline, and a neglect or refusal to obey the orders of the president, given in the maintenance of order, shall be punished as disobedience of orders.

Members of a general court-martial cannot ask verbal questions of witnesses. Every question shall be put in writing by its proposer, and passed through the president to the judge advocate, who will read it aloud. Any member, the judge advocate, or the accused, may object to a question as soon as asked. The objection shall be reduced to writing, and all discussion on the points involved must be in closed court. A question put by an individual member, if accepted, is recorded as by the court; if rejected, as by a member.

Details to supply the vacancies on courts-martial must always be made by the authority appointing the court, and in no case can this authority be delegated to any other officer.

In case of the illness or inability of a member of a general court-martial to attend the sittings of the court, either before or after the commencement of a trial, the court may adjourn from day to day for a reasonable time, if it be probable that the absent member will be enabled to appear within that period. Should the seat of a member or members be vacated permanently, a general court-martial will proceed with the trial, unless the number falls below the minimum prescribed by law.

At the time and place appointed, the members of the court will assemble, but they cannot proceed to any business, except to adjourn, unless the judge advocate be present. Officers assembled to constitute a general court-

martial may meet and adjourn from day to day when there is not the legal complement present to proceed to trial, but no other act of theirs can be recognized.

The day and place of meeting of a court-martial can only be changed by the authority ordering the same, or higher authority.

A court, after having entered upon a trial which has to be suspended on account of the absence of witnesses, or other cause, may take up a new case and proceed with it to its termination before resuming the trial of the first case.

A general court-martial cannot appoint a judge advocate, or direct the junior member to act as such. No other than the judge advocate appointed by the power convening the court can legally act.

Specifications should be framed with reference to the form of the charge, to accurately sustain it by facts, dates, and places, while excluding all superfluous matter. They should designate the accused by his full name, rank, and the regiment (or corps) and company to which he belongs.

Although, in the specification to charges, time and place ought to be laid with as much certainty as practicable, still, it is sufficient in law to prove the offense to have been committed at or near the place, and on or about the date specified.

It is not proper to cumulate specifications—that is, to charge a series of offenses, each trifling in itself, and which would not, taken singly, support a serious charge. But, if each specification would, in itself, if proven, support the charge, there is no reason why offenses com-

mitted during a period running back for any time not exceeding two years should not be tried at one time. Such specifications are not to be considered cumulative.

Drunkenness on duty may be charged against an officer, who, while in the exercise of his proper command or in the performance of any duty for which he should be prepared at a moment's warning, is found unfit, by reason of drunkenness, to properly perform his duty ; as, during a tour as officer of the day ; while in command of, or on duty as medical officer at a post ; while on parade or drill ; when detailed or ordered to execute any duty requiring his attention from day to day, etc.

Distinct facts are not to be included in the same charge or specification, but must appear in distinct charges or specifications.

No material changes can be made at the headquarters of the officer authorized to order the court in the charges and specifications preferred by an officer over his signature. If the charges as sent up be not approved, they should be returned to the officer preparing them for revision.

Whenever an officer is put in arrest, or any person in the militia forces confined for a stated offense cognizable by a general court-martial, the jurisdiction of such court will be deemed to have at once attached, although charges in due form may not have been prepared, provided, however, that such charges be served within thirty days after the arrest of the offenders.

The charges must state clearly and distinctly some military offense of which the accused is alleged to be

guilty, so that he may know precisely the offense of which he is accused.

The specifications to the charge must allege certain specified acts done by the accused, which are presumed to constitute the general offense named in the charge.

But charges and specifications must be so distinctly alleged that neither the accused nor the court can have any difficulty in knowing what is the precise object of the investigation.

After the charges and specifications have been ordered to be investigated, neither the judge advocate nor any other person is competent to change them without the consent of the authority ordering the investigation, except in the case of a plea in abatement.

Charges must be subscribed by the officer making them; if he prefer charges by direction of a court or board, or by order of higher authority, he should so state over his signature.

Officers and soldiers will be held amenable to the military law and tribunals for offenses committed by them while on duty, whether in uniform or not, and they will be deemed to be on duty during the performance of any service which may be lawfully required of them, or which they may voluntarily perform, and while going to and returning from the performance of such service.

Commissioned officers will also be amenable to the military courts upon charges for un-officer-like conduct, when such conduct has reference to or connection with the military duties, in the discharge of which the accused or the accuser may be or may have been engaged.

Military courts will also exercise jurisdiction upon the

proper charges of un-officer-like conduct, or disrespect to a superior officer while wearing his uniform, though he may not be on duty.

No person can be tried and punished by a court-martial for any offense which has been committed more than two years before the issuing of the order for such trial, unless the person, by reason of having absented himself from the state, or some other impediment, shall not have been within the jurisdiction of the state in that period of time.

When an officer in commission is proceeded against for an offense committed within two years before the commencement of the proceedings, a discharge or resignation subsequent to the committing of such offense does not bar such proceedings.

In case the charges which have been served upon the accused are altered before the arraignment, a certified copy of them, as so altered, should be served upon the accused ten days before the day of trial, by direction of the officer ordering the court.

The court shall, for reasonable cause, grant a continuance to either party for such time and as often as appears to be just.

Upon application by the accused for postponement, on the ground of the absence of a witness, it ought to be distinctly set forth on oath—*first*, that the witness is material, and how; *second*, that the accused has used due diligence to procure his attendance; and *third*, that he has reasonable ground to believe, and does believe, that he will be able to procure such attendance within a reasonable time stated.

Whenever the same general court-martial tries more prisoners than one, and they are arraigned on separate and distinct charges, the members of the court will be sworn at the commencement of each trial, and the proceedings in each case should be made up separately.

Any officer on trial has a right to know who is the author of the charges against him.

The accused is entitled to counsel as a right. He should make written application to the court for permission to introduce the person selected as his counsel, and if there be no valid objection to the person introduced, he must be admitted as counsel on the trial. Refusal to admit counsel, except for just cause, will invalidate the proceedings.

The judge advocate, the president, or any member of the court, may testify as a witness, either for the prosecution or defense.

The court having assembled for the trial of a case, the members arrange themselves on the right and left of the president according to seniority. The judge advocate, at the opening of each session, calls the names of the members. The prisoner is then brought into court.

All motions, arguments and examinations of witnesses by his counsel will be as valid as if made by the accused himself. The court, however, in its discretion, may require that such proceedings be reduced to writing, and questions of the accused asked the witnesses directly or through the judge advocate, or that they be made *viva voce*, and thereupon entered on the record by the judge advocate, whichever mode seems to the court most convenient for the dispatch of business.

Counsel may be admitted by the court on behalf of the accused at any stage of the proceedings.

In the examination of witnesses, common law rules of evidence should apply, except where subsequently modified by statute.

When the court is convened at the time and place appointed for its organization, the accused and his counsel will be furnished with seats in the presence of the court.

The judge advocate will then stand up and read the order convening the court, and ask the accused if he has any objection to any member present, named in the detail.

For answer the accused may avail himself of any legal cause of challenge.

Peremptory challenges are not allowed. Objection can only be made to one member at a time, and the cause must be stated and regularly entered on the proceedings.

The accused may also object, at this stage of the proceedings, to the authority of the court (for any cause,) to proceed to trial, and all he will be deemed to admit by not objecting is that the court is a legal court.

In every case where facts are alleged in support of a plea in bar, the court, before recognizing the plea, must take full evidence to prove the alleged facts.

The privilege of challenges extends to the accused and to the judge advocate.

Sufficient causes of challenge are :

I. Having expressed or formed an opinion as to the guilt or innocence of the accused.

II. Having been a member of a court which gave an opinion in the case, or of another court-martial in which the subject matter was investigated and decided.

III. Prejudice, malice, or any like cause which would disqualify a juror in a civil case.

When a member of the court is challenged, the court will be cleared, and the member challenged should retire, and then the court will determine the challenge.

When the facts constituting the cause of challenge are not admitted by the opposite party, they must be established by proof; and the members of the court only, who are not challenged, shall participate in the trial and decision of the challenge.

In all cases, when the vote is equally divided on a challenge, the decision shall be deemed in favor of the party challenging.

If, in consequence of challenges, the court is reduced below the legal number of members, all further proceedings in the case must be suspended and the fact reported to the officer ordering the court, who may convene a new court or designate additional members of the same court, in which case the trial will be re-commenced, allowing the privilege of challenge to any such new court or additional member.

Should the accused not be present at the time and place appointed for the organization of the court, it may proceed with the trial in his absence, and, in case of a general court-martial, be sworn; but preliminary procedure the judge advocate must submit to the court (to be duly noted in or attached to its proceedings,)

record or oral evidence that the accused has been duly notified as required by law.

After the court is assembled, and after all challenges, if any are made, have been determined, the judge advocate, whether commissioned or special, will administer, in the presence of the accused, to each member, the following oath : “ You, — — — do swear that you will well and truly try and determine, according to evidence, the matter now before you, between the State of — — —, and the prisoner to be tried, and that you will duly administer justice without partiality, favor, or affection, according to the provisions of law and regulations for the government of the military forces of this state, and if any doubt should arise not explained by said laws and regulations, then according to your conscience and the best of your understanding; and you do further swear that you will not divulge the sentence of the court until it shall be published by the proper authority; neither will you disclose or discover the vote or opinion of any particular member of the court-martial, unless required to give evidence thereof as a witness by a court of justice in a due course of law, so help you God.” And then the president of the court shall administer to the judge advocate the following oath : “ You — — — do swear that you will not disclose or discover the vote or opinion of any particular member of the court-martial, unless required to give evidence thereof as a witness by a court of justice in due course of law, nor divulge the sentence of the court to any but the proper authority, until it shall be duly disclosed by the same. So help you God.” If the accused shall fail

to appear at the time appointed for the organization of said court, the above oaths may be administered in his absence.

Courts-martial, after their organization, are open to the attendance of the general public, with the right to regulate or refuse such admission, as the court may determine for the interests of the service.

Applications to postpone or to suspend the trial may be urged before a court-martial at any time subsequent to swearing its members. But all applications to delay the assembling of a court, from the absence or indisposition of a witness, the illness of the parties, or other cause, must be made to the authority ordering the court.

Upon any motion or question requiring the deliberation and decision of the court, except on a motion for ordinary adjournment, the court will usually be cleared by order of the president, either of his motion or at the instance of any other member, or of the judge advocate.

When, however, the court has come to a decision upon a particular point, it may authorize its president to give the same decision whenever the same point shall again arise in the same case, without requiring the court to be again cleared, unless a member demand it.

Incidental discussion among the members, as to the merits of the case on trial, should always be held with closed doors, no one being present other than the members and judge advocate.

After a court-martial has once assembled it sits in pursuance of law, and neither the commander in chief nor the authority by which it was convened can in any

manner interfere with its proceedings. The court exists until dissolved by the authority which appointed it, or a higher authority, after its decision shall have been approved or disapproved by the officer ordering it.

But, should the court deem it proper to refer to the officer ordering it for instructions, any reply which he may make, or any communication which he may think proper to lay before the court will always be entitled to a respectful consideration, though it is in no way incumbent on the court to be governed thereby.

When the organization of the court is completed by all the members taking the oath required, the judge advocate will then proceed to read the charges and specifications, and to ask the accused separately on each charge and specification if he be guilty or not guilty of the charge or specification just read. When the charges and specifications are read to the accused by the judge advocate, and he is asked whether he be guilty or not guilty, the accused must plead thereto either

I. Guilty ; or,

II. To the jurisdiction, by alleging that the offense with which he is charged is not by law recognizable by the court, or that he is not subject by law to be tried by a court-martial ; or,

III. In abatement for misnomer or a wrong or false addition to his name, in which case he is bound to state what his real name or addition is, and the court may then amend the charges and specifications to meet the objection and proceed to the trial ; or,

IV. *In bar* a former trial and acquittal or conviction for the same offense before a military court having com-

petent jurisdiction, or any other plea, assigning sufficient reason why he need not answer or be put on his trial ; or,

V. He may *demur*, by pleading that if the facts stated in the specifications were true they would not amount as stated to the offense charged ; or,

VI. He may plead not guilty.

The accused cannot plead in bar that he has not been furnished with a correct copy of the charges and specifications, but when this is the case, and it is proven by the accused, the court should adjourn or proceed to consider some other case, so as to admit proper service.

There need not be any special form in making these pleas. When a plea other than guilty or not guilty is made, it is generally sufficient for the accused to state verbally or in writing that he objects to being tried on such a charge or such a specification, giving his reasons, and that he therefore requests the court to dismiss the same at once. The plea of guilty or not guilty may be to the whole or any part of any charge or specification.

The accused may introduce evidence to support his preliminary pleas, and the judge advocate in like manner may rebut the allegations of the pleas.

When the specifications do not amount to any offense cognizable by a military court, the accused can take advantage of it by a demurrer, or by a plea to the jurisdiction, or under the plea of not guilty.

Though the accused may have made any or all of the preliminary pleas, he is yet at liberty, if they be not sustained by the court, or after a plea of abatement if the charges be amended, to plead not guilty.

If, from obstinacy or design, the accused does not an-

swer at all, or answers foreign to the purpose, he will be regarded as standing mute, and (in all such cases, and also whenever the accused neglects or refuses to appear for trial,) the court will proceed to trial and judgment as if he had regularly pleaded not guilty. When the accused pleads *not guilty*, and the trial is ready to proceed, the witnesses should be ordered out of court.

In all cases where the punishment of the offense charged is discretionary, and especially where the discretion includes a wide range of punishment, notwithstanding the accused pleads guilty, it is the duty of the court to receive such testimony as is necessary to illustrate the actual character and degree of the offense.

A witness may not only be subpoenaed to appear, but also to bring with him any documents in his possession or under his control, and any person present in court may be required to give evidence, though not previously summoned. It is the duty of officers and soldiers to obey all subpoenas issued by a court-martial when duly served on them, and the refusal to do so without sufficient reason should be treated as a military offense.

In receiving evidence the court should take care not only to obtain such knowledge of the case as is essential to measure the punishment, but to spread its information upon the record, to enable the reviewing power to judge intelligently of the verdict.

Depositions of witnesses residing beyond the limits of the state may be taken, upon reasonable notice to the opposite party, and duly authenticated.

When a court has been reconvened after sentence for a reconsideration of its action, it is not competent for it

to take any new evidence whatever, and no order should be made requiring a court to reconvene for such purpose.

The accused may always make either a verbal or a written defense or statement.

It is the right of either party to insist that all witnesses (except the one under examination) leave the court during such examination, and if either party apply for such an order the court should not refuse it. No person who has been present at the examination of a witness should himself be afterward examined as a witness, unless by special order of the court, unless such witness is a member or judge advocate.

It is also a matter of right for either party to have a witness out of court, unless a member or the judge advocate, while a discussion of a legal question is going on as to his testimony, and either party is allowed to take exceptions to the competency of a witness, but the exceptions must be stated in open court and recorded in the proceedings, after which the court will decide on their validity.

All persons who give evidence before a court-martial should be examined on oath or affirmation administered in the following form :

“ You swear (or affirm) that the evidence you shall give in the case now in hearing shall be the truth, the whole truth, and nothing but the truth. So help you God.” The oaths will be administered to the witnesses by the president.

When a witness has been sworn he will be examined in chief by the party calling him, and upon such examination leading questions must not be put to him.

Before a general court-martial all questions to a witness must be proposed in writing and recorded by the judge advocate before being propounded to the witness, and when recorded they cannot be erased. If objected to, the objection must be recorded; and, after hearing any pertinent remarks from the objector and from the party putting the question, the court should be closed for deliberation with closed doors, its decision recorded, and the court reopened, the decision made known to the parties, and the trial proceeded with.

The examination of witnesses must invariably be in the presence of each member of the court. The appearance and manner of a witness add to or take away from the weight of his testimony, and all evidence whatever should be recorded in the proceedings in the order in which it is received by the court.

When a witness examined in chief shows himself, by his manner, to be decidedly adverse to the party calling him, it will be in the discretion of the court to allow him to be examined as if he were on cross-examination.

The prosecution having closed the examination of a witness, the accused has a right to cross-examine him.

Leading questions will be allowed on cross-examination, in which greater latitude will be given to parties than in the original examination. The form of cross-examination, however, should depend, in some degree, upon the bias and disposition evinced by the witness under examination; and leading questions should not be put to a witness clearly in the interest of the party cross-examining him. Questions will not be allowed to be put as to any distinct collateral fact, for the purpose

of discrediting the witness by calling other testimony to contradict him ; nor should it be assumed that the witness has made statements in chief which he has not made, nor should questions be put which assume a fact not in proof, excepting where the opinion of the witness is competent evidence.

After the accused has closed his cross-examination the prosecution may re-examine the witness, but this re-examination must be strictly and rigidly confined to new matter elicited by the cross-examination, unless by special permission of the court.

If a party examine a witness as to anything which may have been said by the adverse party, such adverse party shall have the right to call out all that was said by him in the same conversation, if it relate to the subject matter of the trial.

The party calling a witness will not be allowed to give general evidence that he is not to be believed under oath, but may prove the facts by other witnesses, notwithstanding the contrary statement of any witness whom he may have called.

Courts-martial should be cautious in receiving evidence as to opinion, except where matters of skill and judgment are involved, then witnesses conversant with a particular trade or profession and scientific persons may give their opinion on matters of their profession or trade. In all other cases the witness should only speak of facts within his own knowledge.

Documentary evidence, before it can be received, must be duly authenticated or proved to be genuine, unless admitted to be so.

A witness may refer to a memorandum in order to refresh his memory ; and, if he can then speak to the facts *from recollection* of them, his testimony as to such facts should be received.

A witness cannot be compelled to answer any question which has a tendency to expose him to a criminal prosecution. In such case the witness must be allowed to judge for himself, and if he says on oath that he cannot answer without his evidence tending to criminate himself, he should not be compelled to answer. But if he answers, and give criminating evidence against himself, he cannot afterward refuse to answer further.

Military courts will take notice of all laws and published rules and regulations established by the commander in chief, without the same being otherwise proved, and are governed in their proceedings, first, by the written military laws and regulations and—next, by the customs of war.

After all the evidence on the part of the prosecution has been produced the accused will enter upon his defense. If he desire it, a reasonable delay may, in the discretion of the court, be allowed him to arrange and prepare his case. In his defense he need not confine himself to rebutting the evidence on the part of the prosecution ; he may produce in evidence any matter whatsoever which tends to exculpate himself or palliate his conduct.

If the accused introduces new matter in his defense the prosecution may call witnesses to disprove or rebut the same.

Before any witness leaves the court the record of his

testimony should be read over to him, so that, if erroneous, he may correct or explain the same, but no erasure or obliteration will be admitted unless clearly clerical, and remarks or explanation must be entered in the proceedings in addition thereto.

Should the accused, having closed his cross-examination, think proper subsequently to recall a witness for the prosecution in his defense, the examination will be held to be in chief, and the witness subject to cross-examination by the prosecution.

The parties having closed the evidence in the case, the accused will have the right to address the court, and to recapitulate the evidence and strengthen the case by argument, or show the weakness or insufficiency of the prosecution.

This address must appear in the records; or, if annexed, be signed by the accused.

The judge advocate, as representing the state, is entitled to reply. This must also appear in the record, or be annexed.

The judge advocate alone conducts the prosecution; an informant is sometimes allowed merely to be present, at the judge advocate's request, but he cannot be allowed to propose any questions or make any observations. He may, however, at the desire of that officer, make suggestions to the judge advocate; and, when he is a witness, he must first be examined or else excluded from the court until called to testify.

The judge advocate and the accused having laid their case before the court, the accused and the witnesses will be dismissed and the court closed.

The court then proceeds to make up its finding ; each specification must be separately considered and each allegation exhausted, and the court must declare how far each is proved.

The judge advocate, at this stage of the proceedings, will simply act as register and adviser to the court on legal points when his opinion is required ; he must carefully abstain from making any remark by which his judgment, as to the guilt or innocence of the accused, could be ascertained. Military tribunals must uphold *discipline* at all hazards ; they will, however, always justify the disobedience of an order which is *shown to be manifestly and clearly illegal*, and should administer severe sentence to an accused who is proven to have issued an order contrary to law, but will never inflict disgrace on the subordinate who obeys it, unless it be evident that the accused well knew that in conforming to it he was violating law.

In a charge of disobedience of orders it must be shown that the communication was an order from a commanding officer to an inferior, in terms sufficiently explicit to disclose the intention of such superior that the accused should or should not do some certain act, and that he failed to obey.

In a charge of offering violence, &c., against a superior on duty, it should be shown that the accused knew the other party to be his superior, either by his uniform, knowledge of his person, or in some other manner.

When there are distinct and separate charges the members of the court will deliberate separately on each charge and specification, discussing in free and open

conversation the import of the evidence, and allowing its full weight to every argument or presumption in favor of the accused.

The question of the guilt or innocence of the accused should be put by the judge advocate to the members of the court, commencing with the junior,—“from the evidence given for and against the accused, and from what he has said in his defense, are you of the opinion that he is guilty or not guilty of the charge or specification preferred against him?”

If the court shall be of opinion that the accused is not guilty of the offense charged it must acquit him, and the acquittal may be a simple finding of not guilty, or the court may acquit him fully.

If the court finds the accused guilty of any or all the charges, the judge advocate proceeds to take the opinion of the members on the punishment to be awarded, by putting to each member, beginning with the junior in rank, this question: “The court having found the accused guilty of such an offense, in your opinion, what punishment ought to be awarded?” Each member of the court will present, in writing, the sentence which he thinks should be given. When all have been presented they will be read to the court by the president, beginning with that of the junior member.

If a majority of the members of the court have concurred in the same sentence it will be recorded as the sentence of the court; if not, the mildest of the sentences proposed will then be first considered and put to vote, and, if not adopted, then the next mildest, and so on

until one is found which obtains a majority of the vote.

An officer convicted of "drunkenness on duty" should be sentenced to be dismissed from the service.

An officer convicted of the charge of "conduct unbecoming an officer and a gentleman" should be sentenced to be dismissed from the service.

For other offenses the court may inflict any punishment not cruel or unusual which seems required by the nature of the case tried and authorized by law; and whenever a specific punishment is imposed by law, for any offense, the court will be careful to conform to such provision.

The *discharge of an officer* is another mode of depriving him of his military character, but the same idea of disgrace does not attach as to a sentence of dismissal.

Suspension from command leaves an officer in the full enjoyment of all rights and eligibility depending on rank, excepting that he can exercise no military authority whatever during the suspension.

Reprimand.—The court may sentence an officer to be publicly reprimanded (which is done in orders), or to be privately reprimanded (which is done by the commanding officer, without the presence of witnesses).

Admonition.—In some instances of trivial faults, courts-martial may sentence officers to be admonished, or to be privately admonished.

The sentence of a court-martial cannot, in time of peace, extend further than the dismissal or dishonorable discharge of the officer or soldier convicted, and dis-

qualifying him from holding any office in the militia of the state.

The sentence recorded must not give any intimation of the vote by which it was pronounced, or how the members of the court stood on the question, and should avoid all argument or special reasons in its justification.

The sentence cannot be carried into effect until after the proceedings shall have been laid before the officer ordering the court-martial, who should approve or disapprove it within fifteen days thereafter. If he disapprove, he may, for good reasons, send back the proceedings for revision.

The decision and orders of the reviewing officer must be written upon the record at the end of each case, although the case is to be forwarded for final action to a higher authority; and, in the case of a commissioned officer, must be signed by the reviewing officer and not by a staff officer.

If the reviewing officer disapproves the sentence of a court-martial without remanding the record for further consideration, the sentence remains inoperative, unless he, at the same time, confirms it.

If the reviewing officer disapproves the sentence as inadequate, he has no power to substitute one more severe.

The reviewing officer should promptly return for correction all records in which fatal defects or omissions occur, and, when necessary, should reconvene the court, if it has not been dissolved, to make the necessary corrections before taking final action upon them; but, if

the court has been already dissolved, or from other cause cannot be reassembled, the sentence will be inoperative.

The reviewing officer has no right to compel a court to change a sentence when, upon being reconvened by him, it has adhered to its former decision.

Proper causes for revision are :

I. When the sentence (being discretionary) is such that, in the particular circumstances of the case, it cannot be executed.

II. Illegality in the sentence, whether from being contrary to law or military usage, or from being found in consequence of the admission of illegal or the rejection of legal testimony.

III. Manifest incongruity between the finding and the sentence.

IV. When the sentence is such that, from motives of public or military policy, it is not advisable to have it executed.

The court, on revision, may amend the finding and sentence, or either of them, in whole or in part; or correct them in any way to conform to the provisions of law or the justice of the case; or they may substitute a new finding or sentence in place of the former ones. In case of a new finding or sentence, the officer ordering the court may send the proceedings back for a second revision. If the court, on the second revision, should adhere to the judgment pronounced by it, the finding and sentence must be either approved or disapproved; if disapproved, the effect will be to nullify the sentence, but not to the extent of exposing the accused to a second trial.

According to military usage every person convicted by a court-martial has a right to appeal to the commander in chief, but no appeal should be received unless made within twenty days after the decision appealed from is made known to the person appealing.

In the hearing of all appeals the officers appealed to will include in their examination and decision all challenges of members of the court made on the part of the accused ; and if, on the final appeal, the officer appealed to sets aside the proceedings of the court for errors in disallowing such challenges, the trial and decision of the court is not a bar to another trial by a court-martial legally constituted.

The officer hearing an appeal from a decision of a court-martial should in all cases determine it according to the law and justice of the case, without regarding formal or technical omissions, or any errors or defects in the proceedings before the court which could not affect the merits.

An appeal suspends the execution of the sentence until the final decision of the appeal, the accused meanwhile remaining in arrest. The adjutant-general should immediately notify the officer ordering a court of any appeal to the commander in chief from the proceedings and sentence of each court.

Whenever an appeal shall be taken from the sentence of a court-martial to the officer ordering the court, it must be made in writing and specify distinctly the several grounds of appeal ; and a copy of such appeal should be served without delay by the appellant upon

the president of the court-martial whose sentence is appealed from.

The officer to whom an appeal may be made from the sentence of a court-martial shall, without delay and by order, fix a time and place when and where the appeal will be heard, and cause a copy of his order to be served, at least ten days before the time of such hearing, upon the appellant and the president of such court.

Every court-martial should keep a complete and accurate record of its proceedings. The record must be clearly and legibly written, as far as practicable, without erasures or interlineations; the pages to be numbered, with a margin of one inch on the left hand side of each page, and at the top of the odd and bottom of the inner pages; through the last margin the sheets will be fastened together. The documents accompanying the proceedings should be noted and marked in such a manner as to afford an easy reference. The record should show that the court was organized as the law requires, that the court and judge advocate were duly sworn in the presence of the prisoner; that he was previously asked whether he had any objections to any member, and his answer thereto.

A copy of the order appointing the court will be entered on the record in each case.

The record must exhibit the whole action of the court upon all points on which the validity of the trial may depend, as the admission of counsel for the accused, or, if this was refused, on what grounds; the challenge of a member, whether sustained, and whether the member was placed on his honor; the fact that the prisoner was

asked if he desired to question the witness in defense, and his reply, etc.

After the adjournment of a court-martial, at the close of the business of each day, and before the next meeting of the court, the judge advocate shall have a fair copy of the proceedings made, which he shall continue thus regularly until the conclusion of the trial, when the whole will be read over by him to the court, before the members proceed to deliberate and form their opinions.

When the record is duly authenticated by the signatures of the president and judge advocate, he will transmit it without delay to the officer ordering the court.

After the record of the proceedings in a military court is once made up it cannot in any manner be altered; but additions may be made to it. In conformity to this rule the original finding and sentence of a court-martial cannot, on revision, be expunged. The revised finding and sentence should merely be added to the original record.

The proceedings and sentence of every court-martial should, without delay, be delivered to the officer ordering the court, who will approve or disapprove thereof within fifteen days thereafter, and publish the sentence as approved or disapproved in orders.

REGIMENTAL COURTS-MARTIAL.

The field officer constituting the regimental court is its president, and as such has the power to administer the usual oaths and issue the necessary summonses to the accused and to all witnesses.

The field officer need not be specially sworn before

entering upon his duties as a court; the law imposes this duty upon him as an officer of the militia, and he discharges it under the obligations of his military oath. The whole duty of the court is performed by him, as no separate officer, as judge advocate or recorder, is provided for or required. The field officer, therefore, prepares his own records.

The proceedings of the field officer are necessarily summary. He will, therefore, make a brief and distinct record, setting forth the orders detailing him as a court, the names of offenders, the offenses with which they are charged, the time and place of commission, the pleas, the findings, and the sentences imposed. The record should show that the accused was present before the court, or, in case of his absence, that he was duly summoned, a copy of the summons being entered on the record, and that the charges were investigated. When the accused is absent the trial shall proceed as if he were present and pleaded not guilty. The testimony, except under very peculiar circumstances, need not be recited, nor is it necessary to set forth that the accused had an opportunity to offer evidence or make a statement.

The record in each case should be made up separately, and that of each day's proceedings should be authenticated by the signature of the field officer.

In reviewing the proceedings of a regimental court-martial, the regularity of the proceedings and the adequacy of the punishment to the offense of which the party has been found guilty, are the only questions on which the reviewing officer can pass a judgment.

The principles laid down regarding general courts-

martial apply, as far as practicable, to regimental courts-martial.

COURTS OF INQUIRY.

Courts of inquiry may be instituted by the commander in chief for the purpose of investigating the conduct of any officer, either by his own solicitation or on a complaint or charge of improper conduct degrading to the character of an officer. Such a court should not consist of more than three officers, who may, with the approval of the commander in chief, require a judge advocate to attend the court in taking testimony and investigating the matter coming before it.

The court of inquiry will, without delay, report the evidence adduced, a statement of facts, and an opinion thereon, when required, to the commander in chief, who may, in his discretion, order a court-martial for the trial of the officer whose conduct has been inquired into, or discharge him.

A court of inquiry differs from a court-martial in that it is not sworn to secrecy, is not limited to certain hours, and cannot have more than three members, although it may have less.

When an officer or soldier thinks himself injured by reports or scandals derogatory to his character or standing, he may apply to the commander in chief, through the proper military channels, for a court of inquiry to investigate the facts.

The order convening a court of inquiry must state whether the court is to report facts or not, also if it is to give an opinion. It may be ordered to report the

facts with or without an opinion. *Facts* mean not the testimony merely, but the conclusions gathered from weighing all the testimony. The court should also be instructed as to whether its attention is to be extended to a general investigation or confined to the examination of such particular points only as the case may seem to require in the judgment of the commander in chief. Where the subject is multifarious the court should be instructed to state its opinion on each point separately, that the proper authority may be able to form his judgment.

A court of inquiry may, at its own option, sit with open or closed doors, according to the nature of the transaction to be investigated.

The form of proceedings in courts of inquiry is, as far as practicable, the same as in courts-martial. The members being assembled and the parties interested called into court, the recorder, or the judge advocate, if there be one, reads the order by which the court is constituted, and administers to the members the following oath :

“ You shall well and truly examine and inquire, according to evidence, into the matter now before you, without partiality, favor, affection, prejudice or hope of reward. So help you God.”

The accusation or complaint is then read, and the witnesses sworn by the judge advocate or recorder, and examined by the court. The parties accused are permitted to cross-examine and interrogate witnesses, in order to investigate fully the circumstances in question.

A court of inquiry is not confined to the rules of evidence governing courts-martial, but may allow greater latitude in the evidence offered.

When the examination of witnesses is finished the parties address the court, should they so desire, after which the president orders the court to be cleared. The recorder then reads over the whole of the proceedings, as well for the purpose of correcting the record as for aiding the memory of the court.

After mature deliberation on the evidence adduced they proceed to find a state of facts, if so directed by the order constituting the court, and to declare whether or not the grounds of accusation are sufficient to bring the matter before a court-martial, and also to give, if required, their opinion of the merits of the case.

The proceedings must be authenticated by the signatures of the president and recorder, and sent to the commander in chief through the adjutant-general. The proceedings may be admitted in evidence by a court-martial if oral testimony cannot be obtained.

It is not necessary to publish the proceedings or opinion of the court (although it is usually done) in general orders.

The court is dissolved by the authority that convened it. A member of a court of inquiry may be objected to for sufficient cause.

The party concerned cannot, as a matter of right, demand a copy of the record of a court of inquiry.

The finding or opinion of a court of inquiry is not an adjudication, but simply a report. It is not a conviction or acquittal to be pleaded in bar of trial by court-martial.

CEREMONIES.

HONORS PAID BY THE TROOPS—REVIEWS
AND INSPECTIONS.

HONORS TO BE PAID BY THE TROOPS.

Whenever a person entitled to compliments from the troops, visits any camp or military post, and the commanding officer has official notice of his presence, the troops are paraded to salute him.

The president or vice-president of the United States and the governor of the state to which the troops belong are to be saluted with the highest honors, all standards and colors drooping, officers and troops saluting, drums beating and trumpets sounding.

A general commanding in chief is to be received by cavalry with sabres presented, trumpets sounding the march, and all the officers saluting, standards drooping; by infantry, with drums beating the march, colors drooping, officers saluting and arms presented.

A major-general is to be received by cavalry with sabres presented, trumpets sounding twice the trumpet flourish, and officers saluting; by infantry, with three ruffles, colors drooping, officers saluting and arms presented.

A brigadier-general is to be received by cavalry with sabres presented, trumpets sounding once the trumpet flourish, and officers saluting; by infantry, with two ruffles, colors drooping, officers saluting and arms presented.

An adjutant-general or inspector-general, if under the rank of a general officer, is to be received at a review or inspection of the troops under arms, by cavalry, with sabres presented, officers saluting; by infantry, officers saluting and arms presented. The same honors to be paid to any field officer authorized to review and inspect the troops. When the inspecting officer is junior to the officer commanding the parade no compliments will be paid; he will be received only with swords drawn and arms at a carry.

All guards are to turn out and present arms to general officers as often as they pass them, except the personal guards of general officers, which turn out only to the generals whose guards they are, and to officers of superior rank.

To commanders of regiments, garrison or camp, their own guards turn out and present arms once a day, after which they turn out with arms at a carry. To the members of the cabinet, to the chief justice, the president of the senate, and speaker of the house of representatives of the United States, and to governors within their respective states and territories, the same honors will be paid as to a general commanding in chief.

Officers of any foreign service may be complimented with the honors due to their rank.

American and foreign envoys or ministers will be received with the compliments due to a major-general.

The colors of a regiment passing a guard are to be saluted, the trumpets or field music sounding, and the drums beating a march.

When general officers or persons entitled to salute

pass in the rear of a guard, the officer is only to make his men stand with arms at a carry, and not to face his guard about or beat his drum.

When general officers or persons entitled to a salute pass guards while in the act of relieving, both guards to salute, receiving the word of command from the senior officer of the whole.

All guards are to be under arms when armed parties approach their posts, and to parties commanded by commissioned officers, they are to present their arms, drums beating a march and officers saluting.

No compliments by guards or sentinals will be paid between retreat and reveille, except as prescribed for grand rounds.

ESCORTS OF HONOR.

Escorts of honor may be composed of cavalry or infantry, or both, according to circumstances. They are guards of honor for the purpose of receiving and escorting personages of high rank, civil or military. The troops for this purpose will be selected for their soldierly appearance and superior discipline.

The escort will be drawn upon line, the centre opposite to the place where the personage presents himself, with an interval between the wings to receive him and his retinue. On his appearance he will be received with the honors due to his rank. When he has taken his place in the line the whole will be formed into column of companies, platoons or fours, as the case may be, and take up the march. The same ceremony will be observed and the same honors paid on his leaving the escort.

When the position of the escort is at a considerable distance from the point where the personage is expected to be received, as, for instance, where a courtyard or wharf intervenes, a double line of sentinels will be posted from that point to the escort, facing inward, and the sentinels will successively salute as he passes.

An officer will be appointed to attend on him to bear such communications as he may have to make to the commander of the escort.

ARTILLERY SALUTES.

The President of the United States is alone entitled to receive a salute of twenty-one guns. The Vice-President nineteen guns. The Governor of States and the General of the U. S. Army shall receive a salute of seventeen guns.

The heads of the great Executive departments of the National Government, seventeen guns. The Lieutenant-Governor of the State to which the troops belong, the Governors of other States and Territories fifteen guns.

The Lieutenant-General, fifteen guns.

A Major-General, thirteen guns.

A Brigadier-General, eleven guns.

Officers of the Navy will be saluted according to relative rank.

Foreign officers invited to visit a Post may be saluted according to their relative rank.

Envoys and Ministers of the United States and foreign powers will be saluted with thirteen guns.

A general officer will be saluted but once in a year at

each post, and only when notice of his intention to visit the post has been given.

Salutes to individuals are to be fired on their arrival only.

A national salute will be fired at meridian on the anniversary of the Independence of the United States, at each military post and camp provided with artillery and ammunition.

FUNERAL HONORS.

At the funeral of an officer as many in commission of the militia, division, brigade, or regiment, according to the rank of the deceased, as can conveniently be spared from other duties, will join in procession, in uniform and with side arms. The funeral of a non-commissioned officer or private will be attended in like manner by the non-commissioned officers or privates of the regiment or company, according to the rank of the deceased, with side arms only.

Persons joining in the procession follow the coffin in the inverse order of their rank.

The usual badge of military mourning is a piece of black crape around the left arm above the elbow, and also upon the sword hilt, and will be worn when in full or in undress.

As family mourning, crape will be worn by officers (when in uniform) only around the left arm.

The drums of a funeral escort will be covered with black crape or thin black serge.

Funeral honors will be paid to deceased officers without military rank, according to their assimilated grades.

An officer's funeral escort, when practicable, should be commanded by an officer of equal grade.

INSPECTIONS OF THE TROOPS.

The inspection of troops, as a division, regiment, or other body composing garrison or command, not less than a company, will generally be preceded by a review.

REVIEW OF A BATTALION OF INFANTRY.

Preparatory to a review the adjutant will cause a camp color to be placed eighty or one hundred paces, or more, according to the length of the line, in front of and opposite to where the centre of the battalion will rest, where the reviewing officer is supposed to take his station; and although he may choose to quit that position, still the color is to be considered as the point to which all the movements and formations are relative.

The adjutant will also cause points to be marked at suitable distances for the wheelings of the divisions, so that their right flanks in marching past shall only be about six or eight yards from the camp color, where it is supposed the reviewing officer places himself to receive the salute.

When the reviewing officer presents himself before the centre, and is fifty or sixty paces distant, the colonel will face about, command

Present Arms,

resume his front and salute. The men present arms and the officers salute, so as to drop their swords with

the last motion of the piece. The non-commissioned staff salute by bringing the sword to a poise, the hilt resting on the breast, the blade in front of the face, inclining a little outward. The music will play and all the drums beat, according to the rank of the reviewing officer. The colors only salute such persons as from their rank and by regulation are entitled to that honor. If the reviewing officer be junior in rank to the commandant of the parade no compliment will be paid to him, but he will be received with arms carried, and the officers will not salute as the column passes in review.

The reviewing officer having halted and acknowledged the salute of the line by touching or raising his cap or hat, the colonel will face about and command

Carry Arms,

when the men bring their pieces to a carry. The officers and non-commissioned staff recover their swords with the last motion, and the colonel faces to the front.

The reviewing officer, joined by the colonel or commanding officer, will then go towards the right, the whole remaining perfectly steady, without paying any further compliment, while he passes along the front of the battalion and proceeds around the left flank, and along the rear of the file-closers, to the right. While the reviewing officer is going round the battalion the band will play, and will cease when he has returned to the right flank of the troops.

When the reviewing officer turns off, to place himself by the camp color in front, the colonel will face to the line, and command

Close Order—March.

At the command, *march*, the field and company officers will face about, and all persons, except the colonel, will resume their places in line; the field and the staff officers mount.

The reviewing officer having taken his position near the camp-color, the battalion, in column of companies, right in front, will then, in quick time, and at a carry arms, be put in motion according to the tactics. The guides and soldiers will keep their heads steady to the front in passing in review.

The color-bearer will remain in the ranks while passing and saluting.

The music will begin to play at the command to march, and, after passing the reviewing officer, wheel to the left out of the column and take a position opposite and facing him, and will continue to play until the rear of the column shall have passed him, when it will cease and follow in the rear of the battalion, unless the battalion is to pass in double time also, in which case it will keep its position.

The officers will salute the reviewing officer when they arrive within six paces of him, and recover their swords when six paces past him. All officers, in saluting, will cast their eyes toward the receiving officer.

The colonel, when he has saluted at the head of the battalion, will place himself near and on the right of the reviewing officer, and will remain there until the rear has passed, when he will rejoin the battalion.

The colors will salute the reviewing officer, if entitled to it, when within six paces of him, and be raised when they have passed by him an equal distance. The

trumpeter or field music will sound a march and flourish or ruffle, according to the rank of the reviewing officer, at the same time that the colors salute.

When the column has passed the reviewing officer the colonel will direct it to the ground from which it marched, wheel it in line to the left, and cause the ranks to be opened. The review will terminate by the whole saluting as at the beginning. In marching past the reviewing officer again in double time the instructions in the tactics are sufficiently explicit.

When two or more battalions are to be reviewed they will be formed in parade order with the proper intervals, and will also perform the same movements that are laid down for a single battalion, observing the additional directions that are given for such movements when applied to the line. The brigadier-general and his staff, on foot, will place themselves opposite the centre of the brigade; the brigadier-general two paces in front of the rank of colonels; his aid two paces on his right and one retired; and the other brigade staff officers, those having the rank of field officers, in the rank of lieutenant-colonels and majors; and those below that rank in the rank of company officers.

In passing in review a major-general will be four paces in front of the colonel of the leading battalion of his division, and the brigadier-general will be on the right of the colonels of the leading battalions of their brigades, staff officers on the left of their generals.

When the line exceeds two battalions the reviewing officer may cause them to march past in double time only. In such cases the mounted officers only will salute.

A number of companies less than a battalion will be reviewed as a battalion, and a single company as if it were with the battalion. In the latter case the company may pass in column of platoons.

If several brigades are to be reviewed together or in one line this further difference will be observed : the reviewing personage, joined by the general of the division on the right of his division, will proceed down the line parallel to its front, and when near the brigadier-generals respectively, will be saluted by their brigades in succession. The music of each, after the prescribed salute, will play while the reviewing personage is in front or in rear of it, and only then.

In marching in review with several battalions in quick time the music of each succeeding battalion will commence to play when the music of the preceding one has ceased, in order to follow its battalion. When marching in double time the music will begin to play when the rear company of the preceding battalion has passed the reviewing officer.

The reviewing officer or personage will acknowledge the salute by raising or taking off his cap or hat, when the commander of the troops salute him, and also when the colors pass. The remainder of the time occupied by the passage of the troops he will be covered.

FORM OF INSPECTION OF INFANTRY.

The following form for the inspection of infantry will be followed : The inspecting officer and the field and staff officers will be on foot.

The battalion being in the order of battle the colonel

will cause it to break into open column of companies right in front. He will next order the ranks to be opened, when the colors and color-guard, under the direction of the adjutant, will take post twelve paces in front of the centre of the leading subdivision of column. The colonel seeing the ranks aligned will command : Field and staff officers to the front—march.

The commissioned officers thus designated will form themselves in one rank on a line equal to the front of the column, six paces in front of the colors, from right to left, in the order of seniority, and the non-commissioned staff in a similar manner three paces in rear of preceding rank. The colonel, seeing the movement executed, will take post on right of the lieutenant-colonel and wait the approach of the inspecting officer. Such of the field officers as may be superior in rank to the inspector will not take post in front of the battalion.

The inspector will commence in front. After inspecting the dress and general appearance of the field and commissioned staff under arms, the inspector, accompanied by these officers, will pass down the open column, looking at every rank in front and rear.

The colonel will now command :

Order Arms—In Place Rest,

when the inspector will proceed to make a minute inspection of the several ranks or divisions, in succession, commencing in front.

As the inspector approaches the non-commissioned staff, the color-guard and the band, the adjutant will give the necessary orders for the inspection of arms,

boxes and knapsacks. The colors will be planted firm in the ground, or furled and rested on the stacked arms of the color-guard, to enable the color-bearers to display the contents of their knapsacks. The non-commissioned staff may be dismissed as soon as inspected, but the color-guard will remain until the colors are to be escorted to the place from which they were taken.

As the inspector successively approaches the companies, the captains will call the companies to attention and prepare them for inspection.

The inspecting officer will go through the whole company and minutely inspect the arms, accoutrements, and dress of each soldier. After this is done the ammunition and the boxes will be examined. At the proper command the knapsacks will be placed at the feet of the men, the flaps from them, with the great coats on the flaps and the knapsacks leaning on the great coats. In this position the inspector will examine their contents, or so many of them as he may think necessary, the men standing at attention.

When the inspector has passed through the company, at the command :

Repack—Knapsacks,

each soldier will repack and buckle up his knapsack, leaving it on the ground, the number upward, turned from him, and then stand at rest.

The captain will then command :

Company—Attention—Sling—Knapsacks.

At the word sling, each soldier will take his knapsack, holding it by the inner strap, and stand erect; at the last word he will replace it on his back.

The captains may then march off their companies to their respective parade grounds or quarters and there dismiss them, except the company that is to re-escort the colors, which will await the further orders of the colonel.

In an extensive column some of the rearmost companies may, after the inspection of dress and general appearance, be permitted to stack arms until just before the inspector approaches them, when they will be directed to take arms and resume their position.

The inspection of the troops being ended, the field and staff will next accompany the inspector to the hospital, magazine, arsenal, guard-house, and such other places as he may think proper to inspect. The captains and subalterns repair to their companies and sections to await the inspector.

The inspector, attended by the company officers, will examine the general arrangement of the interior of the quarters, the bunks, bedding, cooking, and table utensils, and such other objects as may present themselves, and afterwards the exterior.

The adjutant will exhibit to the inspector the regimental books and papers, including those relating to the transactions of the council of administration. The company books and papers will also be exhibited, the whole together generally, at the adjutant's office, and in the presence of the officers not otherwise particularly engaged.

The inspector will examine, critically, the books and accounts of the administrative and disbursing officers of the command, and the money and property in their keeping.

FORMS OF PARADE.

On all parades of ceremony, such as reviews, guard mounting, at troop or retreat parades, instead of the word *rest*, which allows the men to move or change the position of the bodies, the command will be *parade rest*.

Officers on all duties under arms, are to have their swords drawn without waiting for any words of command for that purpose.

REVIEW OF A BATTERY OF ARTILLERY.

The battery being in line, with the trumpeters on the right, the captain commands :

Battery—Attention—Prepare for Review—Rear Open Order—March—Front.

At the third command the chief of the line of caissons commands—*caissons, left, reverse*, and places himself on the right flank, sixteen yards in rear of the line of pieces, facing to the left, to mark the point where the right of the line of caissons is to rest. In horse artillery the distance is twenty yards.

At the same command the gunners face the detachments to the rear ; in foot artillery, by the command *about—face* ; and in horse artillery they command *backward*.

At the command—*march*, repeated by the chief of the

line of caissons, the caissons reverse to the left, move to the rear, reverse again to the left, and align themselves by appropriate commands from the chief of the line of caissons. As soon as the ground is unmasked the gunners repeat the command—*march*, at which the cannoners in foot artillery march forward, and are formed six yards in the rear of their pieces, the chiefs of caissons joining their detachments at the same time. In horse artillery the cannoners rein back and are halted by the gunners at the same distance.

The battery is aligned, the pieces and attachments by the captain, and the caissons by the chief of the line of caissons. At the sixth command, given by the captain when the alignment is completed, the chief of the line of caissons takes his post as in line. The captain then commands :

Draw Sabres.

This is executed by the officers, non-commissioned officers, and detachments only, and the captain takes his post as in line. In the proper order, and according to tactics, the battery awaits the approach of the reviewing officer. When he is midway between the camp color and the captain the latter turns his horse to the left about and commands :

Present Sabres.

He immediately resumes his front and salutes. The officers, non-commissioned officers and detachments all salute as in cavalry, and the music plays according to the rank of the reviewing officer.

The reviewing officer having halted and acknowledged

the salute, the captain brings his sword to a carry, turns about to the line as before and commands :

Carry Sabres.

He immediately resumes his front, the reviewing officer turns off to the right of the battery, passes along its front, and returns to the right by passing between the lines of carriages or in rear of caissons. While the reviewing officer is passing around the battery the music plays; it ceases when he turns off to take his post at the camp color. When the music ceases the captain turns about and commands :

Return Sabres—Close Order—March.

In horse artillery the first and second commands are not given. At the fourth command the gunners, in foot artillery, command *left face*, and in horse artillery—*forward*.

At the command *march*, repeated by the gunners, the cannoneers in mounted artillery, take their posts as prescribed in the school piece. The caissons, and in horse artillery the cannoneers, close to their proper distances in line.

The reviewing officer having taken a position near the camp color, the captain causes the cannoneers to mount, if in foot artillery, and breaks the battery into column of platoon to the right by the usual command. He then commands

Pass in Review,

and puts the column in march, at a walk, with the guide to the right. The captain then places himself at the head of the column, four yards in advance of the

chief of the leading platoon. The trumpeters march four yards in advance of the captain, and the chief of the line of caissons outside the column opposite the centre, and four yards from the left flank.

When the head of the column has arrived within forty yards of the reviewing officer the music begins to play, and as soon as the latter has passed it wheels out of the column to a position in front of the reviewing officer, where it faces him, and continues to play until the column has passed. It then ceases, follows in rear of the battery, and resumes its place at the head of the column after the next change of direction.

All the officers salute in succession as they arrive within six yards of the reviewing officer, casting their eyes toward him at the same time and bringing their swords to a carry after having passed him six yards. As soon as the captain has saluted he places himself near the reviewing officer, remains until the rear has passed, and then rejoins his battery.

The column is so conducted as to march parallel to the line on which the battery is to form, and far enough in its rear to enable the column to wheel into line. It is then wheeled into line, the ranks opened, and the review terminated by a salute as at the beginning.

When instructions have been previously given to pass a second time, either at a trot or gallop, it will be done before wheeling into line, the officers passing the second time without salute.

When artillery has been passing in review with other troops, and is marching in prolongation of the line on which the different corps are to form, it may be wheeled

by sections to the right, and, after gaining the necessary distance, counter-marched and established on the line.

When a battery is to march past in line or in column of half batteries, it will be done according to the principles already described. In line, the officers will be at their usual posts; in column of half batteries, the captain will be two yards in advance of the chief of the leading half battery; each chief of half battery two yards in front of the centre of his command; the chief of the centre section on the left of the leading half battery, four yards from the leading driver; and the chief of the line of caissons in the same position with respect to the rear half battery.

METHOD OF ESCORTING AND RECEIVING THE COLOR OF AN INFANTRY REGIMENT.

When the regiment turns out under arms and the color is wanted, one of the flank companies in its tour, or if both be absent, a battalion company other than that of the color, will be sent to receive and escort the color.

The march will be in the following order, in quick time and without music: the drum-major and field music followed by the band; the escort in column of platoons, right in front, with arms at the right shoulder and the color-bearer between the platoons.

Arrived in front of the tent or quarters of the colonel, the escort will form line, the field music and band on the right, and arms will be carried.

The moment the escort is in line the color-bearer,

preceded by the first-lieutenant and followed by a sergeant of the escort, will go to receive the color.

When the color-bearer shall come out, followed by the lieutenant and sergeant, he will halt before the entrance ; the escort will present arms and the drums will beat to the color.

After some twenty seconds the captain will cause the beat to cease, arms to be carried, and then break by platoon into column ; the color-bearer will place himself between the platoons and the lieutenant and sergeant will resume their posts.

The escort will march back to the battalion to the sound of music in quick time, and in the same order as above.

Arrived at the distance of fifty paces from the centre of the battalion the escort will halt and the music cease ; the colonel will place himself six paces before the centre of the battalion ; the color-bearer will approach the colonel by the front in quick time ; when at the distance of ten paces he will halt ; the colonel will cause arms to be presented and *to the color* to be played, which, being executed, the color-bearer will take his place in the front rank of the color-guard, and the battalion will be brought to a carry arms.

The escort, field music and band will return in quick time to their several places in line of battle, marching by the rear of the battalion.

The color will be escorted back to the colonel's tent or quarters by the color-guard.

RECEPTION OF ONE BODY OF TROOPS BY ANOTHER.

The commanding officer of the receiving corps having notified the commander of the other body of his intention, brings his command into line, so that it shall be on the *right* of the route which it is intended the other shall take.

The commander of the body receiving the compliment should have his command in column right in front, and when he sees the other body in line, or receives an intimation from its commanding officer that he is ready to receive him, he puts his column in motion; when its head is within six paces of the left of the line on its right, the latter will be brought to a present, and will continue in that position until the rear of the column has passed the right of the line. The column passes with arms at a carry, each officer saluting as soon as he comes within six paces of the left of the line. When the rear of the column has passed some twenty-five or thirty paces beyond the right of the line, the column is brought into line on the same side with the first line. As soon as this is done the first line breaks into column right in front and marches past the second, receiving the same compliments that it extended when the other body passed. After marching past it may be formed into line again as it was at first, when both commands may be brought to an order, the officers advancing and being presented, or the column may halt long enough to allow the other command, now in line, to re-form column, when both take up the march, the leading column serving as an escort for the other.

MUSTERS.

Musters of volunteers and militia should be made at least once a year by the brigade inspectors.

Where troops are in actual service musters are made every two months, usually on the last day of every second month ; in this case they are made by an inspector-general, if present, otherwise by an officer specially designated by the commander of the division or brigade, and in the absence of the inspector-general or an officer specially designated, the muster is made by the local commander.

When one inspecting officer cannot inspect all the troops himself on the day specified, the proper commanding officers will designate such other competent officers as may be necessary to assist him. All stated musters of the troops should be preceded by a minute and careful inspection in the prescribed mode, and if the command be more than a company, by a *review* before inspection.

THE ROSTER OR DETAILS FOR SERVICE.

The duties performed by detail are of four classes : the first class comprises, first, grand guards and outposts ; second, interior guards, as of magazine, hospital, etc. ; third, orderlies ; fourth, police guards.

The *second class* comprises : first, detachments to protect labor on military works, as field works, communications, etc. ; second, working parties on such works ; third, detachments to protect fatigues.

The *third class* are all fatigues, without arms, in or out

of camp ; in the cavalry, stable guards form a separate roster and count before fatigue.

Rosters are distinct for each class ; officers are named on them in the order of rank. The details are taken in succession in the order of the roster, beginning at the head. Lieutenants form one roster ; the first and second lieutenants are entered on it alternately. The senior first-lieutenant is the first on the roster ; the senior second-lieutenant is the second, etc. The captains form one roster, and are exempt from fatigue, except to superintend issues. A captain commanding a battalion temporarily is exempt from detail, and duty falling to him passes. Lieutenant-colonels and majors are on one roster ; they may be detailed for duties of the first and second classes when the importance of the guards and detachments requires it ; their roster is kept at division and brigade headquarters ; the rosters of the captains and lieutenants are kept at regimental headquarters, and those of the companies by the first sergeant. In the company sergeants, corporals and privates form distinct rosters.

Officers, non-commissioned officers and soldiers take duties of the first class in the order stated ; the first for the detail takes the grand guards ; the next the interior guards ; the last the police guard ; and the same rule in regard to the details and duties of the second class. In the details for the third class the senior officer takes the largest party. The party first for detail takes the service out of camp.

When the officer whose tour it is, is not able to take it, or is not present at the hour of marching, the next

after him takes it. When a guard has passed the chain of sentinels, or an interior guard has reached its post, the officer whose tour it was cannot then take it, but takes the tour of the officer who has taken his. When an officer is prevented by sickness from taking his tour it passes. These rules apply equally to non-commissioned officers and soldiers.

Duties of the first and second class are credited on the roster when the guards or detachments have passed the chain of sentinels, or an interior guard has reached its post; fatigue duties are credited when the parties have passed the chain or begun the duties in camp.

Every officer, non-commissioned officer or soldier on duty of the first class, or who is of the next detail for such duty, takes, when relieved, the duty of the second or third class that has fallen to him during that time, unless he has been on detached service for more than twenty-four hours.

Soldiers march with knapsacks on all duties of the first class, and with arms and equipments complete on all working parties out of camp, unless otherwise ordered.

Every non-commissioned officer and soldier in the cavalry, detailed for dismounted service, must, before he marches, take to the first sergeant of his troop, or sergeant of his squad, his horse equipments and valise ready packed. In case of alarm the first sergeant sees that the horses of these men are equipped and led to the rendezvous.

In the field artillery men are not called upon for any duty outside their own batteries or camps.

THE USE OF MILITIA IN AID OF CIVIL POWER.

(A great part of this article, together with that on courts-martial, is a condensation from the admirable "Regulations for the use of the Militia" of the State of Massachusetts. The author also desires to acknowledge his special obligations to General Emory Upton, U. S. A., for valuable hints and suggestions as to this portion of the work.)

While the action of troops against a foreign enemy, as in case of invasion, would be controlled by the commander in chief, as a military officer, or through powers delegated by him as such to subordinate commanders, it will be observed that in all cases where the necessity for the employment of troops arises from the actions of ill-disposed persons over whom the civil authorities ordinarily have control, the commander in chief, as a civil officer, or the civil authorities have alone the power to call for troops.

Any civil officer is vested with authority to call upon the militia commander for the services of the troops under his command, whenever, in his judgment, the public interests may require such a measure, and it is the absolute duty of the military officer to whom such requisition is addressed, whoever and whatever he may be, to immediately comply with the same. It is not competent for him to enter into any discussion upon the

merits of the measure proposed, or to take any cognizance whatever of its policy, justice, or necessity.

It is for the civil officer, and him alone, to judge of the policy, the justice, or the necessity of the measure. For these he alone is responsible to the government he serves, and he is not called upon in duty, either to justify his conclusions, or to communicate his reasons to the military officer to whom he may address the requisition for troops. Although such manifestations of confidence and cordiality are always to be desired, the civil officer is only required, by his strict duty, to state distinctly the service he desires to have performed, and the necessity of troops for the purpose, and to afford such further information as may be necessary to enable the officer in command to execute efficiently his orders. The civil officer is not authorized to interfere, in any way, with the formation or details of the force, the military officer being held responsible for the success of the operations to be undertaken, and it is for the latter, and for him alone, to judge in what manner the troops can best effect the object which the civil officer has indicated, and to direct the force in the execution of the service in which it is engaged.

But while the instructions of the civil officer are given in general terms, directing the military officer to accomplish a particular purpose, as to disperse rioters, or clear a place, or defend a building, and the mode and means by which the specified purpose is to be attained are directed by the military commander, the latter, to prevent misunderstanding, should have his instructions reduced to writing.

The civil officer making the call communicates directly with the superior officer in the chief command of the military force. He does not interfere otherwise with the force or its conduct. Subordinate military officers look to their military superior for their orders. If, after a lawful call into service, no instructions are given to the military commander by the civil officer, for any cause, or if there be a conflict of jurisdiction between public officers authorized to call to their aid the military force, as to who should make the call, or if contradictory, inconsistent or unlawful directions are given by the civil officer, the military commander will, if the occasion seems to require the use of a military force, himself direct the troops, in such manner as to secure the public peace and the due observance of laws agreeably to the call made upon him by the civil authority.

EQUIPMENT AND SUPPLIES.

The officer in command of military forces will, upon a call for troops from the civil authorities, cause the necessary number of men to be supplied with the amount of ammunition which will probably be required.

If there be no reserve ammunition, or if there is not sufficient to give the necessary number of rounds to each soldier, the officer in command will make requisition in regular manner upon the quartermaster-general.

If there be not time to make requisitions and receive the ammunition, or if the quartermaster-general, for any reason, cannot supply it, then the officer commanding the troops will procure it by purchase, and send the account therefor to the adjutant-general of the state for allowance.

But the furnishing of the requisite ammunition will not be a condition of obedience to their commanding officer on the part of the troops who may be held to duty, although, for any reason, the ammunition is not procured.

Under no circumstances will blank cartridges be issued to troops who are to aid the civil power.

The dress in which troops may be called upon to encounter a mob will receive serious consideration. Rioters have generally all their muscles free, so should the soldier, as far as possible, or he will not be, physically, a match for the average rioter. Having due regard to climate and season, undress uniform is preferable to full dress, especially if the latter is made to fit snugly and in such a manner as to confine free muscular action, or if there are such appendages as knots or wings or useless belts.

It is better not to have the knapsacks, unless the troops are to do duty beyond the limits of the town in which they are located. Overcoats, to be carried easily off the knapsack, should be rolled tightly lengthwise (cape extend), and tied together by the ends, to be worn over the left shoulder, the tie under and to the rear of the right arm-pit. Such soldiers as have rubber blankets should take them, to be rolled with the overcoat, or folded and hung over the belt when not in use.

Haversacks and canteens are also a very necessary part of the soldiers' equipment, and should receive proper attention from commanding officers. The haversacks must not be allowed to remain greasy or dirty, and mud should not be permitted to accumulate in the canteens, but everything relating to these most necessary articles should always be in readiness for immediate use.

The tendency of all troops who have not learned wisdom by uncomfortable experience is to start with too heavy a kit upon the men, over fatigue and a certain amount of discouragement naturally follow. A competent officer will judiciously arrange all this, adapting the dress of his men to the season and the duty in view.

The matter of rations and other supplies depends so largely upon circumstances that no definite rules can be laid down, except to remind commanding officers that a man's vitality is sustained from his stomach, and that, while he may be placed in many situations involving much uncertainty, hunger is certain at stated intervals, and officers should anticipate and provide against it by every means in their power.

Commanding officers are also cautioned to be very watchful concerning the use of liquor by their troops.

Supplies for the medical officers, and means for transporting wounded men must be carefully looked after. Medical officers should attend to all matters of supplies which they may need in the performance of their professional duties, and if regular ambulances cannot be had they will give the commanding officer prompt notice of the fact. In such case the latter should cause his quartermaster to provide light wagons with springs, and covered, if possible.

The musicians of each regiment or detachment should be organized into an ambulance corps, and instructed by the medical officers how to lift and carry the wounded. They should also be taught the position of the larger arteries, and how to check the flow of blood therefrom ; also, how to wash a wound and effect simple bandaging.

ASSEMBLY AND MOVEMENT.

Experience shows that disturbances of the peace are most likely to occur in the summer months. The weather is then more favorable for such demonstration; the members of the militia are more likely to be scattered, and can consequently only be called together with greater exertion than at other seasons; hence the rule should be laid down by commanding officers, that no officer or soldier is to allow any change in his address to remain unknown to the proper authority. In cases where telegraphic communication alone can reach a soldier to be of service in time, care must be taken beforehand to ensure prompt reception and a thorough comprehension of the message on the part of the soldier.

Upon the assembly of troops in an armory, should a mob threaten to bar their passage, great care and judgment will be required from commanding officers. Less danger is to be apprehended where a regiment or battalion can be assembled in one place than in the case of a company in a detached armory; but, in either case, the officer in command must be prepared to act promptly and efficiently.

From an armory upon the ground floor less difficulty will naturally be experienced in getting the troops into a street than from a room in an upper story, especially when the means of egress is by a stairway and through a narrow entrance. In the latter case, if a mob is threatening a stairway and is of such strength as to render impracticable the forcing of a passage, a barricade may be advantageously placed with a sufficient guard, or

a feint of forcing egress be made, while the main body of the troops is quietly moved from the armory by some other route, either over the roofs of other buildings or by cutting a way through walls until proper means and place for egress can be found.

Should a mob attack an armory, the officer commanding therein must be governed by circumstances. No rule for action can be specifically laid down, owing to the fact that the situation and plan of no two armories are alike. But it may be generally assumed, that by a judicious use of barricades and marksmen at important vantage points and windows, a comparatively small body of troops, properly disposed and determined, will keep at bay, if not utterly rout, a mob of considerable proportions.

Means for communication between armories and headquarters and superior headquarters in time of trouble should be carefully considered. If signals can be seen from one to another, commanding officers must see that they have men properly instructed in signaling. If signals cannot be seen, the telegraph, when practicable, should be provided. If orderlies must be used, ways other than by regular entrances should be devised for egress and ingress, and such orderlies should go in civil garb.

In cases where orderlies in civil garb are used, the means by which they are to be recognized and passed upon their duty should be carefully arranged.

TRANSPORTATION OF TROOPS BY RAIL.

The approaches to the stations must be kept clear,

and silence strictly enforced when the troops arrive near them. The arrangement to be made by the responsible staff officer requires great care; but, however well devised, disorder will certainly result unless regimental officers enforce discipline most strictly in marching through a town to the railroad, upon their arrival there and in entering the cars allotted to their men. These operations test, most severely, the discipline of regiments.

Only the troops for whom the cars are intended should be allowed to enter the station, and the presence of spectators or friends should be strictly forbidden.

When the station at which troops would naturally embark is occupied or threatened by a disorderly crowd or a mob, the commanding officer will cause a space to be cleared and guarded at some point above or below the station sufficient to receive his command and their train; he will then have the cars run inside his line of guards and proceed to embark his men.

In all movements of troops the various military units should be kept together, so far as practicable. Whatever may be the number of either arm conveyed by any one train they should go fully equipped, having their wagons, etc., with them, so as to march off without delay upon leaving the train.

Commanding officers should see that troops, at the end of their journey, are not crowded into a town, and do not block up the exits from it.

Each car should be marked with the number of soldiers it is intended to carry, and with the number of the regiment from which it is to be filled.

Before entering the cars infantry will be ordered to take off their knapsacks and shift their cartridge boxes, haversacks, bayonets and canteens around to the front of their bodies. This done, they will receive the order to get into their cars, each man taking with him his arms and knapsack.

Each man will retain possession of his piece, unless his commanding officer should direct that the arms be placed upon the knapsacks under the seats ; arms are never to be laid upon the floor of the car.

Horses should remain harnessed or saddled during railway journeys made as parts of any large movement of troops.

In the movement of supplies it will greatly expedite their handling if they can be forwarded already loaded in carts or wagons, so that they can be promptly wheeled off the cars at the end of the journey.

The strictest silence must be maintained in the ranks from the moment of entering the station until the departure of the train.

The smallest possible number of men should be permitted to fall out in the station. In order to prevent the necessity for their doing so it is advisable to have a brief halt somewhere near the station.

Once in the cars the men should be kept there, only those required for fatigue being allowed on the platforms. Fatigue parties should leave their arms and accoutrements in their cars when they are at work on the platforms.

In the case of artillery the command will be drawn up on the nearest convenient ground. The men will dismount,

and, after being permitted to fall out for necessary purposes, will be formed in front of their pieces and assigned to the cars reserved for them.

The horses will then be unhitched and sent to the cars allotted to them, those of the same teams being, as far as possible, together ; they are embarked in the same manner as are horses for transportation by rail.

If the journey be long the horses will be unharnessed before they are placed in the cars, and when this is done the harness and horse equipments will be carried in baggage cars, and the harness for each horse tied up in its blanket and marked or labeled. In loading the harness, that of each team and section should be placed in regular order.

The guns and carriages will be carried on open cars, the pieces unlimbered, the trails and stocks resting on the floor of the cars ; the limbers are lashed to the carriages, and all the wheels chocked by pieces of wood nailed to the floor of the car ; no projections of guns, poles, or spare wheels should be allowed to extend beyond the buffers on the sides of the cars.

In arranging the time table, it will be found essential to establish a low average speed, so that lost time may be made up by increasing it for short distances occasionally ; a quarter of an hour lost by any one train through some trifling accident would otherwise make itself felt throughout the whole column of trains, and thus disturb the time table drawn up for the entire movement.

Before starting, sentinels will be posted at the ends of each car to keep the men from passing from one car to

another, or standing upon the platforms, and also to prevent unauthorized persons from entering the cars.

Every two or three hours, according to the length of the journey, there should be a short halt, and every eight or nine hours, a halt of at least an hour, for feeding both men and horses. In preparing the time table these halts should be calculated for, and the points selected where they are to take place. A good supply of water is of the utmost consequence at these halting places, especially where it is intended to feed.

Protection for the men against the inclemency of the weather should also be provided.

The arrangements required for feeding the men at the places selected for this purpose, during a great movement of troops, are considerable, and satisfactory accomplishment depends on the manner in which the necessary arrangements are designed and carried out. Hot coffee (or tea) is especially necessary for the comfort of the men.

The police duties at the halting places should be strictly enforced. No intoxicating liquor should be allowed in or near the trains.

Whenever there is reason to believe that the track or road may be interfered with, an extra engine carrying a staff officer should be kept running ahead of the leading train within signaling distance. With the leading train there should be a telegraph operator with a portable instrument and sufficient copper wire to connect it with the telegraph wires of the road.

With the leading train should be a detachment of

workmen with twenty or thirty rails, to repair any slight damage.

Each train should be provided with skids, to enable guns and horses to be promptly disembarked at any point. The disembarkation is very similar to the embarkation.

With infantry the main body should be marched clear of the station and halted on the nearest available open space or the route to be taken, to await the arrival of the baggage, a fatigue party being left to assist the drivers to unload their wagons and horses. As soon as the baggage comes up the column will march to its destination. No halt will be permitted until well clear of the terminus. No straggling should be allowed upon any pretence whatever. A block at the place of arrival is ever more serious than at the point of departure, as it will jam up all the trains in rear, thereby rendering accidents more liable to occur.

If the place ordered for disembarkation be obstructed or threatened by a crowd or mob, the officer in charge of the train will, if possible, select a clear spot, not too far removed, and after establishing a guard, will proceed to disembark his men at that point.

It is absolutely necessary that troops should move from the station immediately on arriving, to prevent a block in the movement in the rear. The arrangements to secure this end will depend, to a considerable degree, upon the importance of the movement, the season of the year, and the locality; cavalry and artillery should, as a rule, be dispatched so as to arrive at their destination at

least two hours before dark in the evening, or not earlier in the morning than an hour before daybreak.

The baggage of each regiment should be kept by itself, this must be attended to by the officer permanently in charge of the transportation of each regiment, who will distribute his guard to this end. One non-commissioned officer should be with the leading, and one with the last wagon.

If a load tumbles off, or a wagon breaks down, the whole of the baggage of that regiment is to draw up on the side of the road, allowing that of other regiments to pass; the guard must then, under the direction of the officer, re-pack the load, or, if necessary, distribute it in small quantities among other wagons.

The allowance of personal baggage will be regulated by the officer in command of the expedition.

Commanding officers will use great care in selecting the points for embarkation and disembarkation, and march their troops any distance required to enable these operations to be conducted in places that are unobstructed. Troops in trains of cars or carriages must never be embarked or disembarked in the presence of a hostile crowd, nor in the presence of any crowd, if it can possibly be avoided, neither will trains containing troops be stopped at way stations in a position where an assault cannot be promptly checked.

It is a safe rule, in all practicable cases, to stop trains at such a distance from stations or thickly populated districts, that open country on either side of the track may be available to post guards around the train, if necessary, during the halt.

Every officer who may be required to move troops through a city or town, under orders to preserve the peace, should provide himself, if possible, with an accurate map of the place, or a reliable guide, or both, unless he is personally well acquainted with the locality.

The tactical formation to be assumed by troops marching through cities and towns where a disturbance of the peace is threatened, or a mob is to be dispersed, cannot, from the infinite variety of possible situations, be definitely laid down. Such movements must be left to the judgment of commanding officers. As a rule, however, the formation in hollow square will probably be found most suitable, in which case the square should be formed with its front and rear extending entirely across the street from building to building (not from curb to curb), so that each sidewalk may be occupied by the columns of fours forming the sides, the square thus occupying the street to the exclusion of every person except those who are properly there.

All persons wishing to pass in an opposite direction must be directed to take some other route or wait in side streets till the square has passed. This, in times when a formation is required, is the only safe right of way for the troops.

The manner of forming the square is left to the judgment of the officer commanding. He designates the strength of each front and the officer who is to have charge of each. The color-guard should march within the square, also a reserve, and the front and rear of the square should have small reserves at the corners to in-

crease the width when the streets demand it. When the square halts its rear faces about by command of the officer placed in charge, and the columns of fours at the sides, if opposite to side streets, wheel into line facing outward, each by command of its own chief, as may be necessary. File closers march on the inside flanks, and the field, staff, non-commissioned staff, musicians and ambulance are within the square in such positions as may be assigned them by the commanding officer.

A double column of fours will be found well adapted as a preparatory movement to the formation of a square.

As a rule, music will not be played for the march of troops proceeding to aid the civil power. The march should be conducted as silently as possible; the words of command will be given with only sufficient force to be heard distinctly by those who should hear them, and all cautionary words will be spoken quietly. Every care should be taken to have the movement of the troops attract the least possible attention from the public.

A squad of police should accompany each column of troops to make the arrests, or take into custody persons insulting, molesting, or obstructing the troops. In squares they may march inside when necessary. Their principal value consists in their ability to dash out of the cover of the column, strike right and left with their clubs, seize a few of the leaders of any riotous spirit in the crowd and drag them back as prisoners into the square, with a celerity impossible to a soldier carrying a rifle. In this manner an ordinary mob can be cowed and broken up without the necessity of firing.

Commanding officers, in moving troops against a mob, will find it of great advantage to be mounted, as they should be in a position to see over the heads of their men and the crowd, in order that they may better direct the movements of the troops.

The commander of the military force will be cautious not to allow any persons to become intermingled with the troops, or to close upon them in such a way as will interfere with the manœuvres, also not to advance into any riotous or tumultuous assemblage by a flank movement, and especially to guard the command against being entangled with or disarmed by rioters while marching, or waiting for orders to march, to the scene of disturbance.

Under no circumstances should any part of a crowd be allowed to remain upon a sidewalk to threaten the flank of troops. The sidewalks of a street, on account of their elevation above the pavement (and because persons upon them are protected from attack on the side toward the buildings) are important strategical places, and if a small body of troops is obliged to force its way through a very wide street where the square formation is impracticable, a complete possession of one sidewalk is better for a passage than the pavement, where both flanks may be exposed.

The military officers, while acting in aid of the civil authorities, will themselves retain the command of the troops and enforce the most exact subordination and discipline. They will impress upon their commands the necessity of coolness and self-possession, and enjoin ab-

solutely the rule that no man will fire without orders from his proper military superior.

Commanding officers may cause the troops to arrest all rioters and other persons found in open resistance to the civil authorities, and are empowered and required to overcome such resistance and secure and keep the peace by the use, if necessary, of their arms and all the power they possess, but they are not authorized to punish any person for an offense, however amenable he may be to punishment. They will always endeavor, by a firm and judicious conduct and the moral force of their presence, to establish the public order, if possible, without a resort to arms. To have accomplished this result will be the best evidence of their skill and the wisdom of their measures.

The troops, when ordered to disperse a tumultuous or riotous assemblage, unless special exigencies should intervene, will observe the following method of procedure : On approaching the place where the riot is progressing or threatened, the officer in command will request the civil officer to give notice in a loud tone of voice, requiring all persons so assembled to disperse forthwith. Unless this notice is given by the civil officer the military officer will himself cause it to be given. After waiting a sufficient time to allow the mob or rioters to disperse, the troops will advance and attempt to clear the place or disperse the rioters. In this effort they should have, if possible, the active aid of the civil force, and especially the personal presence and authority of the magistracy. If the troops are then attacked or resisted in such force as renders it impossible otherwise to clear the ground

or disperse the rioters, they may be ordered to fire, or use any other means necessary to attain the end designed. In no case will they fire without the orders of their proper military commander.

The order to fire will be communicated to the troops by the superior military officer in command on the spot. It is impossible to specify in advance the particulars or nature of each case of resistance or attack by rioters or persons engaged in a breach of the peace which will justify the troops in taking life. The commander must himself examine the scene of disorder, and then, in view of all the circumstances, exercise a sound discretion as to the measure of force demanded. His honest and reasonable judgment in a case of apparent necessity is all that is required by the law, and his lawful command will be a sufficient protection to those who are subject to his orders.

The general rule applicable to the subject is given as follows :

By the laws of the land, homicide, or the taking of human life, is justifiable when necessarily committed by public officers, and those acting under their command in their aid and assistance in overcoming resistance to the execution of legal process, or to the charge of any other legal duty, and it is also justifiable when necessarily committed by any person in attempting, by lawful ways and means, to apprehend a person for any felony committed, or in lawfully suppressing any riot, or in lawfully keeping and preserving the peace.

It will be an axiom for the guidance of military commanders acting in aid of the civil authorities to use no

unnecessary violence, but to employ as much force, and of such a kind as will suffice to accomplish the object for which their services have been required.

The rule of law is : that all persons who, by their presence, give countenance to a riot are principals, whether they engage in acts of violence or not, especially after notice given to disperse. Yet it often happens that a large proportion of a mob are in the first instance mere spectators or idlers, not meaning to aid a breach of the peace. For this reason officers are enjoined (unless the exigencies of the case should render it impracticable) always to give the required notice and opportunity to disperse before proceeding to extremities, to the end that all those who are well disposed may retire in safety; and, as far as practicable, in every case of firing, pains will be taken to make the fire effective only as against those who are actually engaged in the riot.

In order to guard against all misunderstanding, officers commanding troops employed in the suppression of riots or enforcement of the law are to take the most effectual means in conjunction with the magistrates under whose orders they may be placed, for explaining that if the troops are ordered to fire, their fire will be effective.

Experience having shown the evil results of firing with blank cartridge in the first instance, to suppress a riot, such firing is prohibited. The only eventually merciful measures are the severe ones.

The firing is to cease the instant it is no longer necessary, whether the civil officer orders the cessation or not. Care also should be taken not to fire upon persons separ-

ated from the crowd, unless they have been plainly seen to be aggressors or instigators of riotous acts.

To guard against danger to innocent persons at a distance, the troops will be instructed not to fire over the mob or in the air, as such a proceeding would, in effect, favor the most daring and the guilty, and might sacrifice the least daring, and even the innocent. If the mob is close to the troops the latter, to avoid the effect of the rising of the shot at short distance, should aim not higher than the centre of the body; if very close, the aim should be at the feet of the crowd.

Although it is desirable that the first fire of the troops should be as effective as possible, it is of paramount importance that they should always have the opportunity of checking a sudden onset by a renewal of the fire. The fire by rank (rear rank commencing) will probably be found safest and most efficacious against a mob not barricaded and at close quarters; at longer range or against a barricade, file firing will be the best, as it admits of more careful aim.

Troops are authorized to defend from attack their persons, their arms, and any place in which they may be stationed. In case of any sudden onset on the troops in a street or building occupied by them, or other urgent circumstances requiring instant attack or resistance, the notice and other measures preliminary to the action of the troops may be dispensed with. The order to fire in this case will be given by the military commander on the spot. For every slight attack the troops will not be ordered to fire. There must be a necessity for so doing,

and it should be plain that other less dangerous measures will not suffice to secure the safety of the troops.

The casting of missiles or the firing of shots is not to be considered as a slight attack. Nothing so emboldens a crowd as passive resistance, and it should never be allowed. The first stone thrown or a shot fired at the troops should draw two or three shots fired under order by marksmen designated, great care being taken that no firing is done by any other than the man or men specially ordered to do so. Any man in a crowd, on a roof, or at a window, plainly seen to fire a shot, throw a stone, or assault a soldier, should be shot, not by an indiscriminate volley, but by a marksman firing by order at that man, more caution being of course observed if the man to be shot is in the crowd than if at a window, on a roof, or at some other place where he can be seen apart from other people. As the ordinary mob yields before the appearance of a powerful military body even more readily than before their physical power, commanding officers are cautioned not to engage a formidable mob with too small a force; they will be cautious not to weaken their main command too much by detachments, and always to have on hand a sufficient number to act with energy and decided effect if their services are seriously required.

Artillery placed at the heads of columns or in commanding positions is most effective for the clearing of streets, and will be used if other means shall fail. While the guns are being conducted to their positions for opening the fire it will generally be desirable to mask them with infantry or cavalry. Case shot, canister and grape, by

reason of their shorter range and greater execution, will be employed in preference to round shot, unless the object is to destroy barricades or buildings. The artillery should always be supported by an adequate force of the other arms.

Gatling guns, if properly handled, may be used with terrible effect upon a mob. They should be posted with infantry in hollow square, and masked by the divisions or fronts which extend across a street, and be fired through an interval formed by breaking one or two forms to the rear. The fire of these engines to the front will, if properly handled, prove so destructive that the attention and fire of the troops on the front may be transferred from the street level to the windows and house-tops. Gatling guns should be so mounted that they may be easily dragged by the soldiers without the aid of horses.

If hydrants are numerous and handy, and a supply of water plentiful, a steam fire engine, a few lengths of hose with proper pipes and a coal wagon may be found very useful inside a square of troops against a mob. A thorough wetting, judiciously administered, will materially reduce the density and dampen the ardor of a vicious crowd.

Proper precautions must be taken in advance to have the troops distinctly understand all orders given to them. The confusion and shouting incident to a turbulent crowd may drown all vocal commands, hence it is recommended that the troops in the infantry especially should be carefully instructed in the most important bugle signals, notably the *attention*, *forward*, *halt*, *commence firing*, and *cease firing*, so that these signals may be

given, when necessary, on the bugle, and be thoroughly understood. If the troops are not accustomed to all these signals the bugle should only be used for the *commence firing*, and the *cease firing*. If the troops are made to understand that no firing is to take place without the bugle signal, except where marksmen are individually ordered to fire in particular instances (in which case verbal directions are easily given), additional steadiness and less liability to unauthorized shooting, panic or accident, will be secured. The men should also be assured that they will not be made targets of without opportunity of self defense, but they must be made to understand that the commanding officer alone is the proper judge of how and when they may defend themselves by firing.

In street firing, where only a portion of the troops are required to fire, great care must be taken to have the whole command understand to which portion the order to fire appertains, and every man who fires is expected to make his bullet tell.

The streets of cities are, in their nature, defiles which are capable of vigorous defence, not only by barricades but from the windows and house-tops. Troops necessarily manœuvre at great disadvantage in such places, and are placed in an unfortunate predicament if the opposition to them is organized with any skill. The square formation for infantry is valuable, mainly because, while the fronts which extend across a street sweep its length, the fronts which occupy the sidewalks command the houses on the opposite sides respectively. But this may not be sufficient; it may be necessary to occupy the

houses to drive out or capture the inmates, and to use the cover of the walls to better command opposite windows and house-tops, or to obtain a plunging fire upon a barricade. If necessary to effect an occupation of the houses, the hardest struggle may come in obtaining possession of the upper story and roof of the first house. That done, if the roofs cannot be traversed, or do not afford proper facilities for progress, openings must be made with crowbars or battering beams from one house to another, always in the uppermost stories. In this way a passage may be effected without great loss ; whereas, if the columns are pushed through the streets without obtaining possession of the houses on each side, the losses may be very great, and the operation have a demoralizing effect on the men.

Troops should not attempt to carry barricades in cities by brute force if they can be flanked by progress through other streets or reduced as indicated. Artillery, when it can be had, should be promptly used to batter down barricades.

CARE AND PRESERVATION OF ARTILLERY AND ARTILLERY MATERIAL.

(Taken from the manuscript of a work now in course of preparation by Brevet Brig. Gen. John C. Tidbatt, Major 2d U. S. Artillery ; approved by the staff of the U. S. Artillery School, Fort Monroe.)

PRESERVATION OF ARTILLERY.

Cast-iron cannon, whether mounted or dismounted, should be lacquered once a year. The lacquer used is coal-tar of the best quality mixed with sufficient spirits of turpentine to make it work freely with a paint brush ; it should be applied only in dry warm weather.

The muzzle of the piece should always be depressed, so that water may not stand in the bore, the tom-pion kept in, and the vent closed. At least once a month, especially after a rainy period, the bore should be sponged dry and oiled, by passing down it a sponge saturated with sperm oil. In cold weather a little kerosene oil is mixed with the sperm. Especial attention in this respect should be given to rifled guns. The vent, at the same time, is examined and oiled, and, if the piece is not in use, stopped with putty. When the piece is mounted

the trunnions and trunnion beds are kept from rusting by pouring a small quantity of the same oil into the beds and elevating and depressing the piece several times.

PRESERVATION OF PROJECTILES.

Projectiles for rifle guns should be neither lacquered nor painted, for the reason that either of these substances would adhere to and foul the grooves of the piece. They should, however, be oiled once a year with sperm oil. When practicable, they should be kept under cover in a dry place. They are piled, according to kind and calibre, on their sides, in tiers of convenient height. The fuse holes should be stopped with tow or cotton waste. No shells of any description should be kept habitually charged; this is done, as occasion requires, when firing.

Spherical projectiles are lacquered; this is done as soon as possible after they are received. The lacquer used is coal-tar, and is applied with a brush as for guns. All rust should be carefully removed by scraping and wiping before the lacquer is applied.

Sponges, rammers, worms and ladles are generally placed on racks with supports, not over three feet apart, to prevent the staves from warping.

Articles composed of brass are spread out on shelves; they should be kept clean and free from verdigris. Alcohol or vinegar with rotten-stone, and afterwards whiting, are the most suitable polishing materials for them; all scouring is to be avoided. Steel or iron implements should be painted black or kept bright, according to the use for which they are intended. For

polishing, use crocus-cloth, oil and rotten-stone, after which oil with sperm oil.

Fuzes, friction primers and water caps are kept, as far as possible, in their original packages, and are stored in the driest and safest place in the store-house; they must never be kept in a magazine with powder.

Powder magazines are of two kinds, viz: *storage* and *service*. The former are for the accommodation of powder in bulk; the latter are smaller than the former, and are placed as convenient as practicable to the pieces to be served, and contain only sufficient powder for immediate use.

Adjoining, or convenient to each one is a filling-room, in which cartridges are made up and shells filled. Powder is brought from the magazine for this purpose, but only in such quantities at a time as may be necessary. In the filling-room are kept the filling implements and such small articles of equipment as are required to be near the battery.

A magazine of sufficient size, and fitted up with shelves, tables and racks is set aside for the storage of rockets, port-fires, fuzes, primers, slow and quick match, and other similar articles. No such stores will be permitted in a magazine with powder.

Powder is stored in barrels containing one hundred pounds each; the heads of the barrels are painted black, so as to show more plainly the marks, which are stenciled in white; each barrel is marked on both heads with the number of the barrel, the name of the manufacturer, year of fabrication, and the kind of powder.

In the magazines the barrels are placed on their sides,

generally three tiers high, or four tiers if absolutely necessary. There should be an unobstructed space of several square yards at the door, and this space, as likewise the alleys, should be covered with carpet or matting. The magazine is provided with a well near the door into which the sweepings are put. These should never be swept out at the door.

For the preservation of the powder and the floors and lining of the magazine it is of the greatest importance to keep, unobstructed, the circulation of air under as well as above the flooring. The magazine should be opened and aired only in clear dry weather, when the temperature of the air outside is *lower* than that inside of the magazine. It should not be opened in damp weather if it can be avoided. The ventilators must be kept free; no shrubbery or trees should be allowed to grow so near as to screen the buildings from the sun. The magazine yards should be of sand or clay, and well drained.

The moisture of a magazine may be absorbed by chloride of lime, kept in an open vessel, and removed from time to time; quicklime is dangerous and should not be used.

Candles in *Lanterns* are used for lighting the magazine. No one should enter without first removing his shoes or putting india rubbers over them; no cane, sword, nor anything which might occasion sparks should be carried in. Barrels of powder should not be rolled in transportation, they should be carried in hand-barrows. All implements used in the magazine or on the barrels should be of copper or wood. The barrels must never be repaired in the magazine. Where it is necessary to

roll the powder—for its better preservation and prevent its caking—this should be done with a small quantity at a time on boards in the yard. Occasionally, especially in the Spring, the barrels should be inspected, to prevent insects from destroying the hoops—a light brushing over with carbolic acid will preserve the wood.

When it is thought necessary a sentinel will be posted over the magazine to keep unauthorized persons away, and to prevent smoking, or give the alarm when fire is within dangerous proximity.

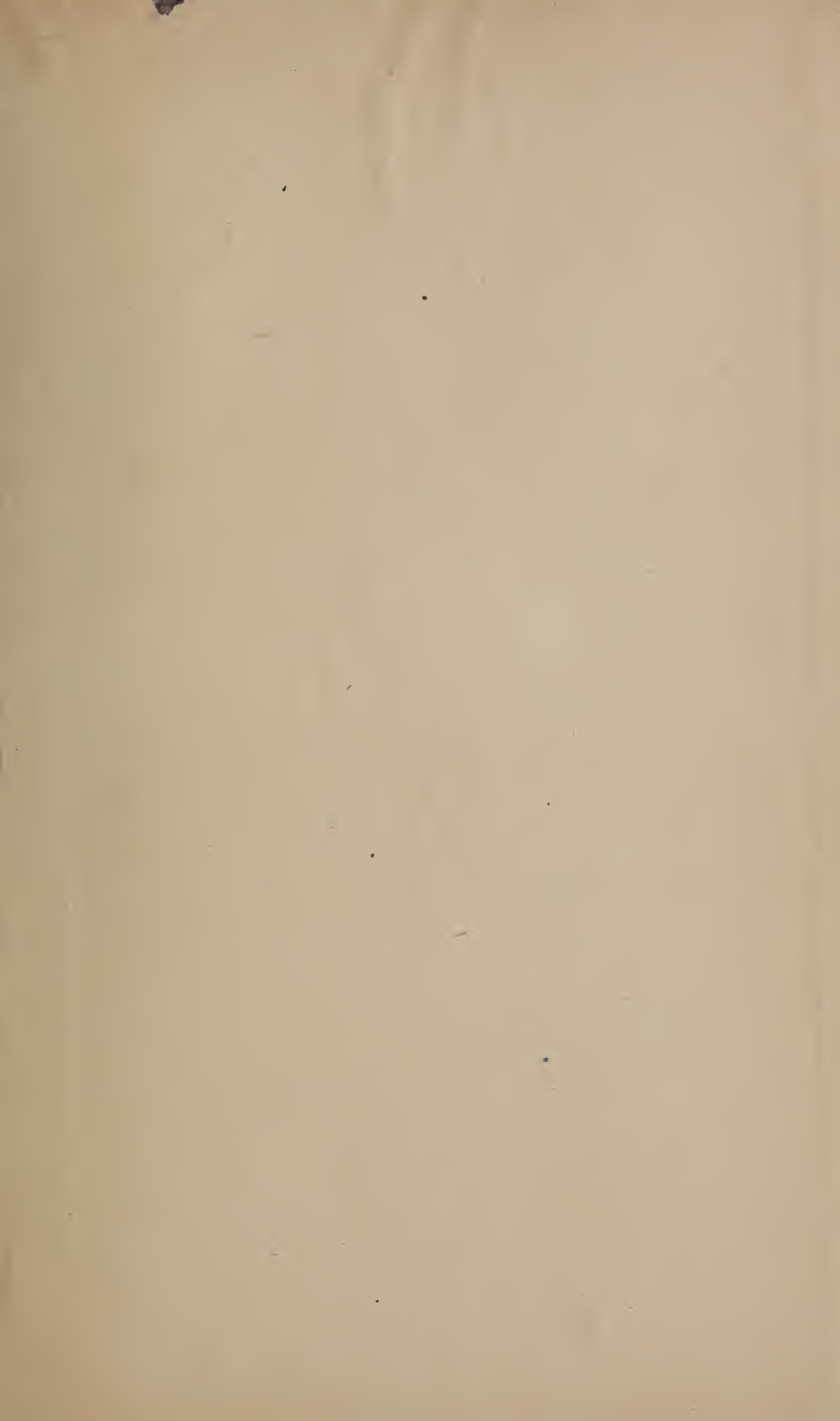
The lightning rods at the magazine should never be allowed to be out of repair.

Should a fire occur near the magazine the ventilators and windows must be immediately closed and the buildings covered, if possible, with paulins, blankets, or carpets saturated with water. It is extremely hazardous to attempt to remove the contents at such times.

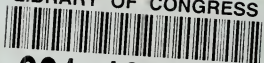
When projectiles of any kind are received by the ordnance officer of the state they should be carefully examined and gauged, to see that they are of the proper calibre and quality required for the pieces to be served.

Filling Cartridge Bags.—Cartridges should be made up only as required for use, and when any are left over after firing they are stored away in the service magazine on shelves. The cartridges are filled in the *filling room* of the service magazine. Under no circumstances will filling be done in a powder magazine. The powder in barrels is carried from the storage magazine to the service magazine in hand-barrows.

Should the powder be caked or lumpy, caution must be exercised in breaking the lumps.



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